

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.  
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ( ☐ ) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** 1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

|                                  |                                                                                                                                                                                         |                                                                |                                                                                                                                                                                                  |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. SURNAME                       | Miñoza                                                                                                                                                                                  |                                                                |                                                                                                                                                                                                  |
| FIRST NAME                       | Susana                                                                                                                                                                                  | NAME EXTENSION (JR., SR)<br>N/A                                |                                                                                                                                                                                                  |
| MIDDLE NAME                      | Berido                                                                                                                                                                                  |                                                                |                                                                                                                                                                                                  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 11/14/1981                                                                                                                                                                              | 16. CITIZENSHIP                                                | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | Ormoc City                                                                                                                                                                              | If holder of dual citizenship,<br>please indicate the details. | Philippines                                                                                                                                                                                      |
| 5. SEX                           | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female                                                                                                                |                                                                |                                                                                                                                                                                                  |
| 6. CIVIL STATUS                  | <input type="checkbox"/> Single <input type="checkbox"/> Married<br><input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                        | Harrison St.<br>House/Block/Lot No. Street<br>Purok 1 Can-adieng<br>Subdivision/Village Barangay<br>ORMOC CITY LEYTE<br>City/Municipality Province<br>6541                                       |
| 7. HEIGHT (m)                    | 1.50                                                                                                                                                                                    | 18. PERMANENT ADDRESS                                          | Harrison St.<br>House/Block/Lot No. Street<br>Purok 1 Can-adieng<br>Subdivision/Village Barangay<br>ORMOC CITY LEYTE<br>City/Municipality Province<br>6541                                       |
| 8. WEIGHT (kg)                   | 80.00                                                                                                                                                                                   |                                                                |                                                                                                                                                                                                  |
| 9. BLOOD TYPE                    | B+                                                                                                                                                                                      |                                                                |                                                                                                                                                                                                  |
| 10. GSIS ID NO.                  | 00624700113                                                                                                                                                                             |                                                                |                                                                                                                                                                                                  |
| 11. PAG-IBIG ID NO.              | 121149885653                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |
| 12. PHILHEALTH NO.               | 130500651157                                                                                                                                                                            | ZIP CODE                                                       | 6541                                                                                                                                                                                             |
| 13. SSS NO.                      | 0624700113                                                                                                                                                                              | 19. TELEPHONE NO.                                              | (1                                                                                                                                                                                               |
| 14. TIN NO.                      | 279632535000                                                                                                                                                                            | 20. MOBILE NO.                                                 | 908-558-4254                                                                                                                                                                                     |
| 15. AGENCY EMPLOYEE NO.          | V00875                                                                                                                                                                                  | 21. E-MAIL ADDRESS (if any)                                    | susana.minoza@vsu.edu.ph                                                                                                                                                                         |

II. FAMILY BACKGROUND

|                          |           |                          |                                                     |                            |
|--------------------------|-----------|--------------------------|-----------------------------------------------------|----------------------------|
| 22. SPOUSE'S SURNAME     | MIÑOZA    |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | AMANCIO   | NAME EXTENSION (JR., SR) | ALBERT ANDREW BERIDO MIÑOZA                         | 03/11/2001                 |
| MIDDLE NAME              | CASAS     |                          |                                                     |                            |
| OCCUPATION               |           |                          |                                                     |                            |
| EMPLOYER/BUSINESS NAME   |           |                          |                                                     |                            |
| BUSINESS ADDRESS         |           |                          |                                                     |                            |
| TELEPHONE NO.            |           |                          |                                                     |                            |
| 24. FATHER'S SURNAME     | BERIDO    |                          |                                                     |                            |
| FIRST NAME               | RENATO    | NAME EXTENSION (JR., SR) |                                                     |                            |
| MIDDLE NAME              | BANDE     |                          |                                                     |                            |
| 25. MOTHER'S MAIDEN NAME | SOLAMO    |                          |                                                     |                            |
| SURNAME                  | BERIDO    |                          |                                                     |                            |
| FIRST NAME               | MILAGROSA |                          |                                                     |                            |
| MIDDLE NAME              | CO        |                          | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL                | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|--------------------------|-----------------------------------|--------------------------------------------------|----------------------|------|--------------------------------------------------|----------------|---------------------------------------|
|                          |                                   |                                                  | From                 | To   |                                                  |                |                                       |
| ELEMENTARY               | Can-adieng Elementary School      | Elementary                                       | 1988                 | 1994 |                                                  | 1994           | N/A                                   |
| SECONDARY                | Ormoc City National High School   | High School                                      | 1994                 | 1998 |                                                  | 1998           | N/A                                   |
| VOCATIONAL/ TRADE COURSE | N/A                               |                                                  |                      |      |                                                  |                |                                       |
| COLLEGE                  | Visayas State University          | Bachelor of Science in Statistics                | 1998                 | 2013 |                                                  | 2013           | N/A                                   |
| GRADUATE STUDIES         | Visayas State University          | Master of Management                             | 2016                 | 2019 | 40                                               | 2019           | N/A                                   |

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| SIGNATURE |  | DATE | 08/04/2025 |
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IV. CIVIL SERVICE ELIGIBILITY

| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER<br>SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF<br>EXAMINATION /<br>CONFERMENT | PLACE OF EXAMINATION / CONFERMENT      | LICENSE (if applicable) |                     |
|-----|------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------|----------------------------------------|-------------------------|---------------------|
|     |                                                                                                                  |                           |                                        |                                        | NUMBER                  | Date of<br>Validity |
|     | Career Service Professional                                                                                      | 81.64                     | 10/13/2013                             | LEYTE NORMAL UNIVERSITY, TACLOBAN CITY | 13-125453               | 01/30/2014          |
|     |                                                                                                                  |                           |                                        |                                        |                         |                     |
|     |                                                                                                                  |                           |                                        |                                        |                         |                     |
|     |                                                                                                                  |                           |                                        |                                        |                         |                     |
|     |                                                                                                                  |                           |                                        |                                        |                         |                     |
|     |                                                                                                                  |                           |                                        |                                        |                         |                     |
|     |                                                                                                                  |                           |                                        |                                        |                         |                     |

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

| 28. INCLUSIVE DATES<br>(mm/dd/yyyy) |            | POSITION TITLE<br>(Write in full/Do not abbreviate) | DEPARTMENT / AGENCY / OFFICE / COMPANY<br>(Write in full/Do not abbreviate) | MONTHLY<br>SALARY | SALARY/ JOB/<br>PAY GRADE (if<br>applicable)& STEP<br>(Format"00-0")/<br>INCREMENT | STATUS OF<br>APPOINTMENT | GOV'T<br>SERVICE<br>(Y/ N) |
|-------------------------------------|------------|-----------------------------------------------------|-----------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------|--------------------------|----------------------------|
| From                                | To         |                                                     |                                                                             |                   |                                                                                    |                          |                            |
| 03/25/2025                          | PRESENT    | Administrative Officer II                           | Visayas State University                                                    | 30,024.00         | 11-1                                                                               | Permanent                | Y                          |
| 01/01/2025                          |            | Administrative Aide VI                              | Visayas State University                                                    | 18,957.00         | 6-1                                                                                | Permanent                | Y                          |
| 01/01/2024                          |            | Administrative Aide VI                              | Visayas State University                                                    | 18,255.00         | 6-1                                                                                | Permanent                | Y                          |
| 05/02/2023                          |            | Administrative Aide VI                              | Visayas State University                                                    | 17,553.00         | 6-1                                                                                | Permanent                | Y                          |
| 01/01/2023                          |            | Administrative Aide IV                              | Visayas State University                                                    | 15,706.00         | 4-2                                                                                | Permanent                | Y                          |
| 03/01/2022                          |            | Administrative Aide IV                              | Visayas State University                                                    | 15,109.00         | 4-2                                                                                | Permanent                | Y                          |
| 01/01/2022                          |            | Administrative Aide IV                              | Visayas State University                                                    | 14,993.00         | 4-1                                                                                | Permanent                | Y                          |
| 01/01/2021                          |            | Administrative Aide IV                              | Visayas State University                                                    | 14,400.00         | 4-1                                                                                | Permanent                | Y                          |
| 01/01/2020                          |            | Administrative Aide IV                              | Visayas State University                                                    | 13,807.00         | 4-1                                                                                | Permanent                | Y                          |
| 03/01/2019                          |            | Administrative Aide IV                              | Visayas State University                                                    | 13,214.00         | 4-1                                                                                | Permanent                | Y                          |
| 03/01/2019                          |            | Administrative Aide IV                              | Visayas State University                                                    | 13,214.00         | 4-1                                                                                | Permanent                | Y                          |
| 01/01/2019                          | 02/28/2019 | Administrative Aide III                             | Visayas State University                                                    | 12,562.00         | 3-2                                                                                | Permanent                | Y                          |
| 10/12/2018                          | 12/31/2018 | Administrative Aide III                             | Visayas State University                                                    | 12,013.00         | 3-2                                                                                | Permanent                | Y                          |
| 01/01/2018                          | 10/11/2018 | Administrative Aide III                             | Visayas State University                                                    | 11,914.00         | 3-1                                                                                | Permanent                | Y                          |
| 01/01/2017                          | 12/31/2017 | Administrative Aide III                             | Visayas State University                                                    | 11,387.00         | 3-1                                                                                | Permanent                | Y                          |
| 01/01/2016                          | 12/31/2016 | Administrative Aide III                             | Visayas State University                                                    | 11,387.00         | 3-1                                                                                | Permanent                | Y                          |
| 10/01/2015                          | 12/31/2015 | Administrative Aide III                             | Visayas State University                                                    | 10,401.00         | -                                                                                  | Permanent                | Y                          |
| 04/01/2015                          | 09/30/2015 | Administrative Aide III                             | Visayas State University                                                    | 472.77            | -                                                                                  | Casual                   | Y                          |
|                                     |            |                                                     |                                                                             |                   |                                                                                    |                          |                            |
|                                     |            |                                                     |                                                                             |                   |                                                                                    |                          |                            |
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| SIGNATURE |  | DATE | 08/04/2025 |
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VI. VOLUNTARY WORK OR INVOLEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---------------------------------------------------|---------------------------------|-----|--------------------|---------------------------|
|     |                                                   | From                            | To  |                    |                           |
|     | N/A                                               | N/A                             | N/A | N/A                | N/A                       |
|     |                                                   |                                 |     |                    |                           |
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VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS<br>(Write in full)                                             | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF<br>HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                                                      |
|-----|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------|--------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|     |                                                                                                                                  | From                                             | To         |                    |                                                               |                                                                                                 |
|     | Seminar-Workshop on Succession Planning cum Crafting of the VSU's Succession Plan                                                | 07/28/2025                                       | 07/31/2025 | 32                 | Managerial                                                    | "Visayas State University (VSU), Visca, Baybay City, Leyte "                                    |
|     | Libraries and the Metaverse: Exploring VR for Educational Services                                                               | 07/09/2025                                       | 07/09/2025 | 8                  | Technical                                                     | Department of Science and Technology - Science and Technology Information Institute (DOST-STII) |
|     | Data Privacy and Protection in Libraries                                                                                         | 06/24/2025                                       | 06/24/2025 | 8                  | Technical                                                     | DOST-STII in collaboration with Association of Special Libraries of the Philippines (ASLP)      |
|     | Workshop on the Preparation of Narrative Profiles for Level IV AACUP Accreditation                                               | 06/13/2025                                       | 06/13/2025 | 8                  | Technical                                                     | Visayas State University Alangalang                                                             |
|     | Seminar-Workshop on Document Preparation for AACUP Accreditation (Level III - BSME; Level IV BSEd- Math, BEEd and BSAB Programs) | 05/29/2025                                       | 05/30/2025 | 16                 | Technical                                                     | VISAYAS STATE UNIVERSITY ISABEL                                                                 |
|     | Composting: Transforming Trash to Treasure                                                                                       | 04/22/2025                                       | 04/22/2025 | 4                  | Technical                                                     | "Visayas State University (VSU), Visca, Baybay City, Leyte "                                    |
|     | Orientation on Financial Management Transactions in VSU                                                                          | 03/13/2025                                       | 03/13/2025 | 8                  | Technical                                                     | "Visayas State University (VSU), Visca, Baybay City, Leyte "                                    |
|     | Seminar Workshop on Basic Records and Archives Management (BRAM)                                                                 | 07/30/2024                                       | 07/31/2024 | 16                 | Technical                                                     | National Archives of the Philippines (NAP)                                                      |
|     | Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity                                       | 05/14/2024                                       | 05/16/2024 | 24                 | Technical                                                     | National Archives of the Philippines (NAP)                                                      |
|     | GENDER SENSITIVITY TRAINING                                                                                                      | 04/12/2024                                       | 04/12/2024 | 8                  | Technical                                                     | "Visayas State University (VSU), Visca, Baybay City, Leyte "                                    |
|     | Sparkling Spaces: Mastering the Art of Housekeeping                                                                              | 03/26/2024                                       | 03/26/2024 | 8                  | Technical                                                     | "Visayas State University (VSU), Visca, Baybay City, Leyte "                                    |
|     | HRIS Software Onboarding                                                                                                         | 12/06/2023                                       | 12/06/2023 | 8                  | Technical                                                     | "Visayas State University (VSU), Visca, Baybay City, Leyte "                                    |
|     | Training Workshop on Risk Assessment                                                                                             | 09/11/2023                                       | 09/12/2023 | 16                 | Managerial                                                    | "Visayas State University (VSU), Visca, Baybay City, Leyte "                                    |
|     | Attended the ISO 9001:2015 Awareness/Re-awareness Seminar                                                                        | 08/30/2023                                       | 08/31/2023 | 8                  | Technical                                                     | "Visayas State University (VSU), Visca, Baybay City, Leyte "                                    |
|     | Personality Development and Developing Customer Satisfaction                                                                     | 06/13/2023                                       | 06/16/2023 | 32                 | Supervisory                                                   | Personnel Officers Association of the Philippines, Inc. (POAP)                                  |
|     | Training-Workshop on Risk Assessment                                                                                             | 11/24/2022                                       | 11/25/2022 | 16                 | Managerial                                                    | Visayas State University                                                                        |
|     | Regional Knowledge Management Seminar-Workshop on the Inventory of Knowledge Resources and Communication Plan, and IEC Materials | 11/23/2022                                       | 11/23/2022 | 8                  | Technical                                                     | RAISE (Regional Agri-Aqua Innovation System Enhancement) Eastern Visayas                        |

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|------------------------------------------------------------|-----|-----------------------------------------------------------|
|     | N/A                        |     | 2020 Publication Award                                     |     | VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)       |
|     |                            |     |                                                            |     | Visayas State University Alumni Association               |
|     |                            |     |                                                            |     |                                                           |
|     |                            |     |                                                            |     |                                                           |
|     |                            |     |                                                            |     |                                                           |
|     |                            |     |                                                            |     |                                                           |
|     |                            |     |                                                            |     |                                                           |

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| SIGNATURE |  | DATE | 08/04/2025 |
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| <div>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,<br/>a. within the third degree?<br/>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>                                                                                                                           |                                               |                                                                                                       | <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div></div> <div>If YES, give details:<br/>_____</div>                                                                                                                                                                                                    |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------|---------|----------|----------------------|---------------------------|-------------|-------------------|-------------------------------------|-------------|----------------|-----------------------------------------------|-------------|
| <div>35. a. Have you ever been found guilty of any administrative offense?<br/><br/>b. Have you been criminally charged before any court?</div>                                                                                                                                                                                                                                                                                                                                                                 |                                               |                                                                                                       | <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:<br/>_____</div></div> <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:<br/>Date Filed: _____<br/>Status of Case/s: _____</div></div>                                                                                                       |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| <div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>                                                                                                                                                                                                                                                                                                                                                                     |                                               |                                                                                                       | <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| <div>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</div>                                                                                                                                                                                                                                                  |                                               |                                                                                                       | <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| <div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br/><br/>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</div>                                                                                                                                                                                     |                                               |                                                                                                       | <div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div></div>                                                                                                                                             |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| <div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>                                                                                                                                                                                                                                                                                                                                                                                                           |                                               |                                                                                                       | <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details (country):<br/>_____</div></div>                                                                                                                                                                                                                                                                      |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| <div>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:<br/>a. Are you a member of any indigenous group?<br/>b. Are you a person with disability?<br/>c. Are you a solo parent?</div>                                                                                                                                                                               |                                               |                                                                                                       | <div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div></div> |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| <div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>MARIA TERESA A. CRUZ</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09263037907</td></tr><tr><td>ROBERTO C. GUARTE</td><td>BRGY. STA. CRUZ, BAYBAY CITY, LEYTE</td><td>09991723334</td></tr><tr><td>NILO L. LEORNA</td><td>Kilbourne ST., VSU, Visca, Baybay City, Leyte</td><td>09996915424</td></tr></table>                             |                                               |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                 |  | NAME | ADDRESS | TEL. NO. | MARIA TERESA A. CRUZ | VISCA, BAYBAY CITY, LEYTE | 09263037907 | ROBERTO C. GUARTE | BRGY. STA. CRUZ, BAYBAY CITY, LEYTE | 09991723334 | NILO L. LEORNA | Kilbourne ST., VSU, Visca, Baybay City, Leyte | 09996915424 |
| NAME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ADDRESS                                       | TEL. NO.                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| MARIA TERESA A. CRUZ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | VISCA, BAYBAY CITY, LEYTE                     | 09263037907                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| ROBERTO C. GUARTE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | BRGY. STA. CRUZ, BAYBAY CITY, LEYTE           | 09991723334                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| NILO L. LEORNA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Kilbourne ST., VSU, Visca, Baybay City, Leyte | 09996915424                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| <div>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</div> |                                               |                                                                                                       | <div><div><div>ID picture taken within the last 6 months<br/>3.5 cm x 4.5 cm<br/>(passport size)<br/><br/>With full and handwritten name tag and signature over printed name<br/><br/>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>                                                                             |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| <div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i><br/>Government Issued ID: <b>UMID</b><br/>ID/License/Passport No.: <b>000624700113</b><br/>Date/Place of Issuance: 10/09/2018 / Maasin City</div></div>                                                                                                                                                                                                             |                                               | <div><div></div><div>Signature (Sign inside the box)<br/>08/04/2025<br/>Date Accomplished</div></div> |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |
| <div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>                                                                                                                                                                                                                                                                                                                 |                                               |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |      |         |          |                      |                           |             |                   |                                     |             |                |                                               |             |