

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	Vega		
FIRST NAME	Maria Lilia	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Pabon		
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1967	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: <b>Philippines</b>
4. PLACE OF BIRTH	Baybay City	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Sitio Bunacan House/Block/Lot No. Street Hibunawan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	Sitio Bunacan House/Block/Lot No. Street Hibunawan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	60.00		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	20011373393		
11. PAG-IBIG ID NO.	121276808072		
12. PHILHEALTH NO.	190000655560	ZIP CODE	6521
13. SSS NO.	0630382240	19. TELEPHONE NO.	N/A
14. TIN NO.	21804983500	20. MOBILE NO.	936-841-5245
15. AGENCY EMPLOYEE NO.	V02043	21. E-MAIL ADDRESS (if any)	ma.lilia.vega@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Vega		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Samuel	NAME EXTENSION (JR., SR)	Junken P. Vega	08/06/1989
MIDDLE NAME	Cabel		Janine P. Vega	05/24/1991
OCCUPATION	N/A		Jerome P. Vega	12/02/1993
EMPLOYER/BUSINESS NAME	N/A		Jemuel P. Vega	05/04/1996
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	Pabon			
FIRST NAME	Marcial	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Tambiling			
25. MOTHER'S MAIDEN NAME	Rosa Hipolito Castil			
SURNAME	Pabon			
FIRST NAME	Rosa			
MIDDLE NAME	Castil		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Bunga Elementary School	Elementary	1974	1979	Valedictorian	1979	N/A
SECONDARY	Bunga National High Shool	High School	1979	1983	Valedictorian	1983	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Bunga National High Shool	Bachelor of Science in Development Communication (Major in Community Broadcasting)	1983	1988	Graduated	1988	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2013	2019	Graduated	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/17/2025
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VI. VOLUNTARY WORK OR INVOLEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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 (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	As Facilitator of the AACUP Workshop on Narrative Profiles in Preparation of Level IV Accreditation in VSU Alangalang.	06/13/2025	06/13/2025	8	Technical	Quality Assurance Center, Visayas State University
	Government Quality Management Program Training Online - GQMP Q-Talks Seminar Series	06/11/2025	06/11/2025	4	Managerial	Development Academy of the Philippines, Pasig City
	AACUP Workshop on the Preparation of Narrative Profile for Level III and Level IV Accreditation.	05/29/2025	05/30/2025	8	Instruction	VISAYAS STATE UNIVERSITY
	Orientation on Financial management Transaction of VSU	03/13/2025	03/13/2025	8	Technical	Visayas State University
	AACUP BAYANIHAN 2024 held in Cavite State University, Indang Cavite	11/06/2024	11/08/2024	24	Managerial	Accrediting Agency of Chartered Colleges and Universities of the Phils, Inc. - AACUP
	ISO 9001-2015 Awareness and Re-Awareness Seminar	09/09/2024	09/09/2024	8	Technical	Visayas State University
	Seminar Workshop on Basic Records and Archives on July 30-31, 2024 held at CCE VSU	07/30/2024	07/31/2024	12	Technical	Visayas State University
	ISustaining Culture Quality Assurance and Accreditation on March 20-23, 2024 held in Malate Manila.	03/20/2024	03/22/2024	24	Managerial	Visayas State University
	Orientation of Guidelines and Procedurs on Processes/Services of the Offices under ASO	02/23/2024	02/23/2024	8	Technical	Administrative Service Office, Visayas State University
	6th Management Review on QMS ISO 9001-2015	01/22/2024	01/24/2024	24	Instruction	Quality Assurance Center, VSU
	Workshop on Program Accreditation	01/12/2024	01/12/2024	8	Instruction	Quality Assurance Center
	VRIS Software Learning Training	12/06/2023	12/06/2023	8	Instruction	Visayas State University
	5S Revolution for Clerks & Heads	11/29/2023	11/29/2023	4	Supervisory	HRMO Visayas State University
	Working Towards Personality Development	08/22/2023	08/25/2023	32	Technical	Personnel Officer Administrative Program
	ISO 9001:2015 Awareness/Re-awareness Virtual Seminar	02/15/2023	02/15/2023	4	Instruction	Dr. Edgardo E. Tulin President VSU
	Training Workshop on Financial Analysis and Investment Appraisal of Technology	12/27/2022	12/29/2022	24	Managerial	VISERDAC, Visayas State University
	Good-Gobyerno Celebrating Good Governance Champion	09/23/2022	09/23/2022	8	Supervisory	Australian Alumni

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	N/A		N/A		Adviser Sigma Alpha Epsilon Fraternity Sorority
					Australian Alumni member

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/17/2025
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Attachment A.1

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 (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ISO AWARENESS AND RE-AWARENESS SEMINAR	08/30/2022	08/30/2022	8	Technical	VISAYAS STATE UNIVERSITY
	Internal Quality Audit Training	08/17/2022	08/19/2022	24	Technical	AGF Consulting Group
	Hands-Only Cardiopulmonary Resuscitation	07/12/2022	07/12/2022	4	Instruction	DEPARTMENT OF HEALTH - NATIONAL
	Typhoon Awareness and Calamity Readiness	06/29/2022	06/29/2022	4	Instruction	Visayas State University
	Seminar on Social Security Act of 1997 RA 8282	05/12/2022	05/12/2022	4	Instruction	Visayas State University
	Seminar on Data Privacy	04/07/2022	04/07/2022	4	Technical	Visayas State University
	Quality Customer Relations/ Customer Service Excellence	10/19/2021	10/19/2021	8	Instruction	TUV Rheinland Philippines, Inc
	ISO 9001-2015 AWARENESS SEMINAR	09/13/2021	09/13/2021	4	Instruction	VISAYAS STATE UNIVERSITY
	Corrective Action Reporting Training	07/29/2021	07/29/2021	8	Instruction	Visayas State University
	Integrated Management System Awareness	07/16/2021	07/16/2021	1	Supervisory	AGF
	Five of the Key Audit Points in Conducting Quality Management System	07/09/2021	07/09/2021	1	Supervisory	AGF
	Understanding the new ISO 10013-2021 Guidance for Documented Information	07/02/2021	07/02/2021	1	Supervisory	AGF
	How To Implement Business Process Improvement	05/21/2021	05/21/2021	1	Technical	AGF
	To Document or Not To Document? Documents and Records Management Must-Know	05/14/2021	05/14/2021	1	Supervisory	AGF
	Risk-Based Thinking Explained	05/07/2021	05/07/2021	1	Supervisory	AGF
	Sexual Orientation and Gender Identity: Understanding the Coping Mechanism of the Filipino Youth	02/17/2021	02/17/2021	8	Instruction	National Academy of Science and Technology
	Participation on the launching of the G'day, Mate: ACIAR Filipino Alumni Stories held in Water Front Insular Hotel, Davao City	11/13/2019	11/14/2019	16	Research	Australian Center for International Agricultural Research
	Training On Open Data Kit	07/12/2019	07/12/2019	8	Technical	VISERDAC Visayas State University
	Alumni participants and Communication Officer Incharge during the Australian Awards Alumni Homecoming in celebration of the Philippines Australian Friendship Day held in Marco Polo, Lahug, Cebu City	05/21/2019	05/25/2019	40	Technical	Australian Embassy
	Training Series on Advanced Quantitative Approaches to Projects Impact	12/03/2018	12/07/2018	40	Technical	VISERDAC Visayas State University
	Training Series to Advanced Quantitative Approaches to Project Impacts	09/24/2018	09/28/2018	40	Technical	VISERDAC Visayas State University
	Training on Community Life Competence Process (CLCP) and Participatory Action Research (PAR)	05/18/2015	05/22/2015	40	Technical	Eastern Visayas State University, Tacloban, City
	Attended the 29th International Horticulture Congress 2014 (IHC2014)	08/17/2014	08/22/2014	40	Research	Australian Center for International Agricultural Research held in Brisbane Convention & Exhibition Centre Australia
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	06/17/2025	

<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, a. within the third degree? 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: _____</div>													
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>			<div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div> <div>If YES, give details: _____</div>													
			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: Date Filed: _____ 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><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div> <div>If YES, give details: _____</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 checked="" type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, give details: End of term _____</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)?  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><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div> <div>If YES, give details: _____</div>													
			<div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div> <div>If YES, give details: _____</div>													
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>			<div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div> <div>If YES, give details (country): _____</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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?</div>			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div><div><input checked="" type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, please specify ID No Separated _____</div></div>													
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>JOSE L. BACUSMO</td><td>STA. CRUZ, BAYBAY CITY, LEYTE</td><td>09192136283</td></tr><tr><td>CHRISTINA A. GABRILLO</td><td>Southern Leyte</td><td>09470069304</td></tr><tr><td>ROTACIO S. GRAVOSO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09276333892</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	JOSE L. BACUSMO	STA. CRUZ, BAYBAY CITY, LEYTE	09192136283	CHRISTINA A. GABRILLO	Southern Leyte	09470069304	ROTACIO S. GRAVOSO	VISCA, BAYBAY CITY, LEYTE	09276333892	<div><div>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size)  With full and handwritten name tag and signature over printed name  Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div><div></div><div>Right Thumbmark</div></div>	
NAME	ADDRESS	TEL. NO.														
JOSE L. BACUSMO	STA. CRUZ, BAYBAY CITY, LEYTE	09192136283														
CHRISTINA A. GABRILLO	Southern Leyte	09470069304														
ROTACIO S. GRAVOSO	VISCA, BAYBAY CITY, LEYTE	09276333892														
<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>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: PHILHEALTH</div><div>ID/License/Passport No.: 190000655560</div><div>Date/Place of Issuance: 11/30/-0001 / Baybay City</div></div>	<div><div>Signature (Sign inside the box)</div><div>06/17/2025</div><div>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>																