

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	Estrera		
FIRST NAME	Aida	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Lubay		
3. DATE OF BIRTH (mm/dd/yyyy)	05/09/1994	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	☐ Male ☒ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Siteo Caatoy House/Block/Lot No. Street Pomponan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.49	18. PERMANENT ADDRESS	Siteo Caatoy House/Block/Lot No. Street Pomponan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	57.00		
9. BLOOD TYPE	O+		
10. UMID ID NO.			
11. PAG-IBIG ID NO.	121237135823		
12. PHILHEALTH NO.	132024052846	ZIP CODE	6521
13. PhilSys NO. (PSN)		19. TELEPHONE NO.	N/A
14. TIN NO.	727603015	20. MOBILE NO.	963-816-5675
15. AGENCY EMPLOYEE NO.	V02018	21. E-MAIL ADDRESS (if any)	aida.estrera@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ESTRERA			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CLAROS			
25. MOTHER'S MAIDEN NAME	ESPANTO			
SURNAME	ESTRERA			
FIRST NAME	ERLINDA			
MIDDLE NAME	LUBAY		(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	Pomponan Elementary School	Elementary	2000	2006		2006	N/A
SECONDARY	Pomponan National High School	High School	2006	2010		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University-Baybay	Bachelor in Elementary Education (Major in General Education)	2013	2017		2017	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master in Education	2020		6		N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	11/17/2025

VI. VOLUNTARY WORK OR INVOLVEMENT 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			
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	09/05/2025	09/05/2025	4	Technical	"(Via Zoom) Visayas State University, Visca Baybay City, Leyte"
	Orientation on the Roles and Responsibilities of Document and Records Controller and Re-cascading of Document and Records Control Processes ang Guidelines	09/04/2025	09/04/2025	3	Technical	"(Via Zoom) Visayas State University, Visca Baybay City, Leyte"
	Composting: Transforming Trash to Treasure	04/22/2025	04/22/2025	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation and Re-Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services (AS)	04/08/2025	04/08/2025	8	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 "
	Webinar on Basic Records & Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"From Policy to Practice": EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	07/29/2024	07/29/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Shaping Culture: Embracing Values for Optimal Workplace Performance	05/15/2024	05/15/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Financial Transaction Forum	03/20/2024	03/20/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"10-Day International Training for 21st Century Educators in Leadership, Pedagogies, and Crisis Management with Module and Book Writing" via Google Classroom (online)	02/01/2024	02/10/2024	92	Technical	Philippine Continuing Professional Development (PCPD)
	Gamified Quizzes and Lessons with Quizizz AI	12/08/2023	12/08/2023	2	Technical	EDTECH Training Center
	University Curriculum & Instruction Review	10/02/2023	10/06/2023	32	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	08/29/2023	08/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Microsoft Office 365 A3 End-User Training	08/18/2023	08/18/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Basic Computer Skills Training	08/05/2023	08/19/2023	120	Technical	EDTECH Teacher Training Center
	Mental Health Wellness Seminar	04/25/2023	04/25/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
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)		
	Ability to work in harmony with co-workers	N/A		Administrative Personnel Association		
	Ability to work unsupervised					
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	11/17/2025	

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)?		☐ YES☒ NO ☐ YES☒ NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		☐ YES☒ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		☐ YES☒ NO If YES, give details: _____
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?		☐ YES☒ NO If YES, give details: _____
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?		☐ YES☒ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?		☐ YES☒ NO If YES, give details (country): _____
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?		☐ YES☒ NO If YES, please specify: _____ ☐ YES☒ NO If YES, please specify ID No _____ ☐ YES☒ NO If YES, please specify ID No _____
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		CONTACT NO. AND/OR EMAIL
CONNEL D. ANTIPASO		09173101458
MA. RACHEL KIM L. AURE		09338209486
BEATRIZ S. BELONIAS		09173113309
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.		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: PRC ID/License/Passport No.: 1593883 Date/Place of Issuance: 12/20/2017 / Tacloban City		Signature (Sign inside the box) 11/17/2025 Date Accomplished
		Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm PHOTO Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		