

# 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. CSC ID No. \_\_\_\_\_ (Do not fill up. For CSC use only)

**I. PERSONAL INFORMATION**

2. SURNAME	ARPOCEPLE		
FIRST NAME	DAHLIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	RADO		
3. DATE OF BIRTH (mm/dd/yyyy)	6/27/1969	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:
4. PLACE OF BIRTH	Talibon, Bohol	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Please indicate country: ▼	
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	N/A    N/A House/Block/Lot No.    Street Sitio/Cienna    Gabas Subdivision/Village    Barangay Baybay City    LEYTE City/Municipality    Province
7. HEIGHT (m)	1.524	ZIP CODE	6521
8. WEIGHT (kg)	63 kls.	18. PERMANENT ADDRESS	N/A    N/A House/Block/Lot No.    Street Sitio/Cienna    Gabas Subdivision/Village    Barangay Baybay City    LEYTE City/Municipality    Province
9. BLOOD TYPE	O+	ZIP CODE	6521
10. GSIS ID NO.	2004558953	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	121055241281	20. MOBILE NO.	0945-559-5603
12. PHILHEALTH NO.	12-025073306-8	21. E-MAIL ADDRESS (if any)	dahlia.arpoceple@vsu.edu.ph
13. SSS NO.			
14. TIN NO.	163-173-509		
15. AGENCY EMPLOYEE NO.	V00842		

**II. FAMILY BACKGROUND**

22. SPOUSE'S SURNAME	ARPOCEPLE		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PABLO	NAME EXTENSION (JR., SR)	EULA DIZA R. ARPOCEPLE	8/31/1996
MIDDLE NAME	SANCHEZ		EULA DOROTHY R. ARPOCEPLE	9/14/2005
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	RADO			
FIRST NAME	ISIDORO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VINTOSO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ILAYA			
FIRST NAME	EULOGIA			
MIDDLE NAME	ALONZO			

(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	Getafe Elementary School	Primary Education	1976	1982		1982	2nd honor
SECONDARY	University of Bohol	High School	1982	1986		1986	NONE
VOCATIONAL / TRADE COURSE	N/A		N/A	N/A		N/A	N/A
COLLEGE	Cebu Institute of Technology	BACHELOR OF SCINECE in COMPUTER ENGINEERING	1986	1992	5th year/198 units	under grad.	NONE
GRADUATE STUDIES	N/A		N/A	N/A		N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 26, 2024
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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		
	NONE				

*(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 Director/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)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office, Visayas State University	2/23/2024	2/23/2024	8	Foundation	Visayas State University-Administrative Services Office
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at the Visayas State University	11/29/2023	11/29/2023	8	Supervisory	Visayas State University
	ISO 9001:2015 Awareness and Re- Awareness Seminar Webinar	8/29/2023	8/29/2023	8	Foundation	Visayas State University- Quality Assurance Center
	Strategic Planning Workshop of Offices under OVPAF	1/12/2023	1/12/2023	8	Supervisory	Visayas State University- Office of the Vice President for Administration and Finance
	Association of Government Accountants of the Philippines (AGAP) Annual Convention Seminar	10/19/2022	10/22/2022	32	Technical	Association of Government Accountants of the Philippines (AGAP), Inc.
	Cash Management and Control System	9/26/2022	9/26/2022	24	Technical	Commission On Audit, Region VIII
	ISO 9001:2015 Awareness and Re- Awareness Seminar	8/31/2022	8/31/2022	8	Foundation	Visayas State University- Quality Assurance Center
	Hands-Only Cardiopulmonary Resuscitation	7/21/2022	7/21/2022	8	Technical	Department of Health - Eastern Visayas Center for Health Development
	Typhoon Awareness & Calamity Readiness	6/29/2022	6/29/2022	8	Technical	Visayas State University- Department of Meteorology
	Ease of Doing Business and Efficient Government Service Delivery Act of 2018	6/28/2022	6/28/2022	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	KAALAM: Creative Forms and Narratives of the Contemporary	3/9/2022	3/9/2022	8	Technical	Visayas State University - Institute of Human Kinetics
	Know Your Money and Counterfeit Detection	2/26/2021	2/26/2021	8	Technical	Bankers Institute of the Philippines, Inc.
	Document Tracking System	11/13/2020	11/13/2020	8	Technical	Visayas State University
	ISO 9001:2015 Awareness/Re- Awareness Webinar	11/27/2020	11/27/2020	8	Foundation	Visayas State University- Quality Assurance Center
	Training on identification of proper and complete Items Technical Specification and parameters and orientation of Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	8/28/2020	8/28/2020	8	Technical	Visayas State University
	Working Towards Personal Effectiveness	8/27/2019	8/30/2019	32	Supervisory	Personnel Officers Association of the Philippines, Inc.
	PRIME-HRM Orientation	9/24/2018	9/24/2018	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Full Awareness Training Course ISO 9001:2015	1/26/2018	1/27/2018	16	Foundation	Visayas State University- Office of the President
	International Seminar on Earthquake	8/21/2017	8/21/2017	8	Technical	Visayas State University- College of Engineering
	Records Management Training	7/6/2017	7/7/2017	16	Technical	Visayas State University- Office of the President
	Re-Orientation on the 5S Internal Audit Requirements	6/22/2017	6/22/2017	8	Foundation	Visayas State University- Quality Assurance Center
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Procurement Planning Workshop	9/13/2016	9/13/2016	8	Technical	Visayas State University- Office of the Director for Administration and Human Resource Development
	Procurement Act Orientation	9/9/2016	9/9/2016	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Workshop to Review and Improve Citizen's Charter	9/1/2016	9/1/2016	8	Technical	Visayas State University- Office of the Director for Administration and Human Resource Development
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	6/15/2016	6/15/2016	8	Foundation	Visayas State University- Institute for Strategic Research and Development Studies (ISRDS)
	Training Workshop on Content Management System for the College of Engineering Website and Online Class Using Moodle	5/3/2016	5/5/2016	24	Technical	Visayas State University- Department of Computer Science and Technology
	ISO 9001:2008 Orientation & Writeshop among Clerk & Secretaries	9/21/2015	9/21/2015	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development

*(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)
COMPUTER SKILLS:	None	Administrative Personnel Association (AdPA)
Computer Troubleshooting		Association of Government Accountants of the Philippines (AGAP)
MS Word, Excel, Powerpoint Presentation, Publisher		
Reformat		
Software Installation		

*(Continue on separate sheet if necessary)*

SIGNATURE		DATE	Nov. 26, 2024
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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	ADDRESS	TEL. NO.
QUEEN-EVER Y. ATUPAN	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	
LOUELLA C. AMPAC	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	



DAHLIA R. ARPOCEPLE

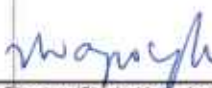
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.)  
 PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **UMID**

ID/License/Passport No.: **02038 5140 4661 172**

Date/Place of issuance: **2016/ Maasin City, Leyte**

  
 Signature (Sign inside the box)  
 March 26, 2024  
 Date Accomplished



SUBSCRIBED AND SWORN to before me this **26 MAR 2024**, affiant exhibiting his/her validly issued government ID as indicated above.

  
**ATTY. RYSAN C. GUINOCOR**  
 VSU Chief Legal Officer  
 Person Administering Oath