

# 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	TIMKANG		
FIRST NAME	RUBIO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BUENDIA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1998	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	NAIC, CAVITE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.63		House/Block/Lot No. Street
8. WEIGHT (kg)	50	ZIP CODE	6526
9. BLOOD TYPE		18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		House/Block/Lot No. Street
11. PAG-IBIG ID NO.	121234690405		BAGONG LIPUNAN
12. PHILHEALTH NO.	1302-5514-2632		Subdivision/Village Barangay
13. SSS NO.	06-4174068-0	19. TELEPHONE NO.	N/A
14. TIN NO.	743-792-790	20. MOBILE NO.	(+63) 961 2403737
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	rubio.timkang@vsu.edu.ph
			MATALOM LEYTE
			City/Municipality Province

## 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		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	TIMKANG			
FIRST NAME	RUBEN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ODIAS	N/A		
25. MOTHER'S MAIDEN NAME				
SURNAME	BUENDIA			
FIRST NAME	GLENDA			
MIDDLE NAME	POBLETE		<i>(Continue on separate sheet if necessary)</i>	

## 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	ODIAS ELEMENTARY SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	WITH HONOR
SECONDARY	MATALOM NATIONAL HIGH SCHOOL	PRIMARY EDUCATION	2010	2014	N/A	2014	NA
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2014	2018	N/A	2018	N/A

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	June 26, 2023
------------------	--	-------------	---------------



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						
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			
	Landscape of Blended Learning in the New Normal	6/12/2022	6/12/2022	3.0	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS AND RE-AWARENESS WEBINAR	08/30/2022	08/30/2022	3.0	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	4.0	Technical	VISAYAS STATE UNIVERSITY
	Workshop on the Assessment of Accomplishment and Target Setting of the Strategic Plan	11/25/2020	11/26/2020	16.0	Technical	VISAYAS STATE UNIVERSITY
	Webinar Presentation on "Document Tracking System"	11/13/2020	11/13/2020	3.0	Technical	VISAYAS STATE UNIVERSITY
	Training on identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (PR) Module of the	08/28/2020	08/28/2020	4.0	Technical	VISAYAS STATE UNIVERSITY
	Workshop on the Uniformity of the University's Specifics and Prices of Goods & Training for the implementation (PPMP & PR) of the Supplies, Procurement and	10/3/2020	10/3/2020	8.0	Technical	VISAYAS STATE UNIVERSITY
	HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS (HRMIS) PRESENTATION AND ORIENTATION OF THE ELECTRONIC DAILY ATTENDANCE TRACKING SYSTEM	2/3/2020	2/3/2020	8.0	Technical	VISAYAS STATE UNIVERSITY
	HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS) PRESENTATION AND TRAINING OF THE DEVELOPED RSP, PDS AND PLANTILLA MANAGEMENT SYSTEM	11/25/2019	11/26/2019	16.0	Technical	VISAYAS STATE UNIVERSITY

*(Continue on separate sheet if necessary)*

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER SKILLS	N/A	N/A
GRAPHIC DESIGNING		
EFFECTIVE COMMUNICATION SKILLS		

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	June 26, 2023
------------------	--	-------------	---------------

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?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

---

35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  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)?  YES  NO

If YES, give details: \_\_\_\_\_

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: \_\_\_\_\_

---

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?  YES  NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. BAYRON S. BARREDO	VISCA, BAYBAY CITY, LEYTE	9515112133
DR. JOEL Q. MABALHIN	VISCA, BAYBAY CITY, LEYTE	563-7527



PHOTO

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: **PHILHEALTH**

ID/License/Passport No.: **1302-5514-2632**

Date/Place of Issuance: **BAYBAY CITY, LEYTE**

Signature (Sign inside the box)

06/26/2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

\_\_\_\_\_

Person Administering Oath