

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 () () 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	GOFREDO		
FIRST NAME	MARIFE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUCELA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/03/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
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	Zone 3 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.524	ZIP CODE	
8. WEIGHT (kg)	58.7		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Zone 3 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. G SIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1640-0080-1340		
12. PHILHEALTH NO.	13-025087656-5	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	+639499545664
14. TIN NO.	460-098-349	21. E-MAIL ADDRESS (if any)	marife.gucela@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GOFREDO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROMEO	NAME EXTENSION (JR., SR)	KYLE RENZO G. GOFREDO	11/08/2010
MIDDLE NAME	LAMOSTE		KENZO DARIUS G. GOFREDO	01/17/2020
OCCUPATION	HORTICULTURE WORKER			
EMPLOYER/BUSINESS NAME	LIPA L.P.d.o.o			
BUSINESS ADDRESS	Zagreb, Croatia			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GUCELA			
FIRST NAME	MARCIANO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BACASON			
25. MOTHER'S MAIDEN NAME				
SURNAME	CANTIGA			
FIRST NAME	FE			
MIDDLE NAME	CAGABHION		<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	GUADALUPE ELEMENTARY SCHOOL	N/A	1994	1998	GRADUATED	1998	WITH HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	1998	2002	GRADUATED	2002	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	NA/	N/A	N/A
COLLEGE	LEYTE STATE UNIVERSITY NOW VISAYAS STATE UNIVERSITY	N/A	2002	2007	GRADUATED	SUMMER 2007	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/08/25
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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		
	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			
	ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	09/05/2025	09/05/2025	4 hrs	Participant	Visayas State University
	Orientation on the Roles and Responsibilities of Document and Records Controllers and Recascading of Document and Records Control Processes and Guidelines	09/04/2025	09/04/2025	4 hrs	Participant	Visayas State University
	Basic Course Training on the RA 9184 and It's Revised Implementing Rules and Regulations Act of 2016	11/26/2024	11/28/2024	24 hrs	Participant	Convention Center, Visayas State University
	Basic Life Support with CPR 2020 Guidelines with AED, Foreign Body Airway Obstruction and Bag Valve Mask Applications, Occupational First Aid Training	03/04/2024	03/06/2024	24 hrs	Participant	CCE Bldng., Visayas State University
	Sparkling Space: Mastering the Art of Housekeeping	05/22/2024	05/22/2024	8 hrs	Participant	RDEI Hall, Visayas State University
	HRIS Software On-boarding	12/06/2023	12/06/2023	8 hrs	Participant	Visayas State University
	Unlocking Excellence: The 5S Revolution for Clerks and Heads	11/29/2023	11/29/2023	8 hrs	Participant	Visayas State University
	ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	8 hrs	Participant	Visayas State University
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016	08/22/2024	08/24/2024	24 hrs	Participant	Philrootcrops Training Hall, Visayas State University
	ISO 9001:2015 AWARENESS & RE-AWARENESS SEMINAR	08/30/2022	08/31/2022	16 hrs	Participant	RDE Hall, Visayas State University
	Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/22/2022	16 hrs	Participant	Visayas State University
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	09/13/2021	09/13/2021	8hrs	Participant	Visayas State University
	Defensive driving	10/26/2016	10/26/2016	8 hrs	Participant	Visayas State University
	Symposium on High Value Crops and Organic Horticulture Development for Economic Prosperity, Food Security and Ecological Integrity	05/16/2013	05/16/2013	8 hrs	Participant	Dept. of Horticulture, Visayas State University
	Personality Development Seminar for Frontliners	09/20/2012	09/20/2012	8 hrs	Participant	Visayas State University
	Reorientation Seminar of Frontliners	07/07/2011	07/07/2011	8 hrs	Participant	Visayas State University
	Total Quality Management Among Administrative Personnel	03/18/2010	03/19/2010	16 hrs	Participant	Visayas State University

(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)
	Driving		N/A		N/A
	Computer skills		N/A		N/A
	Microsoft skills (Word, Excel, Powerpoint)		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/08/25
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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? 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.
Ms. ALICIA M. FLORES	Visca, Baybay City, Leyte	1009
DR. BEATRIZ S. BELONIAS	Visca, Baybay City, Leyte	1019
DR. PACIENCIA P. MILAN	Brgy. Guadalupe, Baybay City, Leyte	N/A



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: **Passport**

ID/License/Passport No.: **P5295852C**

Date/Place of Issuance: **DFA Tacloban**

M. Gucela

Signature (Sign inside the box)

09/08/2025

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