

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	GUMBA			
FIRST NAME	POLICARPO	NAME EXTENSION (JR., SR) JR.		
MIDDLE NAME	CASTRO			
3. DATE OF BIRTH (mm/dd/yyyy)	10/10/1958	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	Baybay Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	266 Andres Bonifacio House/Block/Lot No. Street N/A Marcelo Galenzoga Subdivision/Village Barangay Baybay Leyte City/Municipality Province 6521	
7. HEIGHT (m)	1.61 mtrs.	18. PERMANENT ADDRESS	266 Andres Bonifacio House/Block/Lot No. Street N/A Marcelo Galenzoga Subdivision/Village Barangay Baybay Leyte City/Municipality Province 6521	
8. WEIGHT (kg)	48 kgs.		ZIP CODE	6521
9. BLOOD TYPE	"A"		19. TELEPHONE NO.	N/A
10. GSIS ID NO.	58101002941			20. MOBILE NO.
11. PAG-IBIG ID NO.	1700-0025-1396	21. E-MAIL ADDRESS (if any)	jun_gumba@yahoo.com	
12. PHILHEALTH NO.	13-000015627-3			
13. SSS NO.	N/A			
14. TIN NO.	116-624-807			
15. AGENCY EMPLOYEE NO.	V00263			

II. FAMILY BACKGROUND

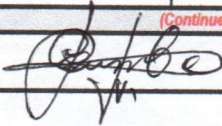
22. SPOUSE'S SURNAME	GUMBA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	SHIRLEY	NAME EXTENSION (JR., SR) N/A	Junile P. Gumba - Tagudin	01/08/1991
MIDDLE NAME	PEPITO		Adams Wilson P. Gumba	11/03/1993
OCCUPATION	None		Julie Ann P. Gumba	06/18/2002
EMPLOYER/BUSINESS NAME	N/A		Adrian Wils P. Gumba	02/25/2008
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GUMBA			
FIRST NAME	POLICARPO	NAME EXTENSION (JR., SR) SR.		
MIDDLE NAME	ABASULA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CASTRO			
FIRST NAME	ZOSIMA			
MIDDLE NAME	CALIBUD			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

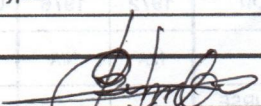
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BAYBAY WEST CENTRAL SCHOOL	PRIMARY EDUCATION	1966	1972	GRADUATED	1972	Class Honor
SECONDARY	BAYBAY HIGH SCHOOL	HIGH SCHOOL EDUCATION	1972	1976	GRADUATED	1976	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	JUNIOR SECRETARIAL COURSE (2 yrs. College Course with Diploma)	1976	1978	GRADUATED	1978	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	April 25, 2017
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IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Career Service Sub-Professional	71.41%	December 6, 1981	Tacloban City / July 26, 1982 (Result given)	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-07" INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2017	PRESENT	Administrative Aide IV	Visayas State University	12,262.00	04-2	Permanent	Yes
1/1/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,767.00	04-2	Permanent	Yes
11/2/2014	12/31/2015	Administrative Aide IV	Visayas State University	11,292.00	04-2	Permanent	Yes
6/1/2012	11/1/2014	Administrative Aide IV	Visayas State University	11,181.00	04-1	Permanent	Yes
11/2/2011	5/31/2012	Administrative Aide IV	Visayas State University	10,358.00	04-1	Permanent	Yes
6/1/2011	11/1/2011	Administrative Aide III	Visayas State University	10,133.00	03-5	Permanent	Yes
10/1/2010	5/31/2011	Administrative Aide III	Visayas State University	9,443.00	03-5	Permanent	Yes
6/24/2010	9/30/2010	Administrative Aide III	Visayas State University	9,292.00	03-4	Permanent	Yes
7/1/2009	6/23/2010	Administrative Aide III	Visayas State University	8,580.00	03-4	Permanent	Yes
7/1/2008	6/30/2009	Administrative Aide III	Visayas State University	7,868.00	03-4	Permanent	Yes
10/1/2007	6/30/2008	Administrative Aide III	Visayas State University	7,153.00	03-4	Permanent	Yes
7/1/2007	9/30/2007	Administrative Aide III	Visayas State University	6,977.00	03-4	Permanent	Yes
12/1/2004	6/30/2007	Administrative Aide III	Leyte State University	6,343.00	03-3	Permanent	Yes
10/1/2001	11/30/2004	Clerk I	Leyte State University	6,189.00	03-2	Permanent	Yes
7/1/2001	9/30/2001	Clerk I	Visayas State College of Agriculture	6,039.00	03-1	Permanent	Yes
1/1/2000	6/30/2001	Clerk I	Visayas State College of Agriculture	5,751.00	03-1	Permanent	Yes
10/10/1998	12/31/1999	Clerk I	Visayas State College of Agriculture	5,228.00	03-1	Permanent	Yes
1/1/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	4,955.00	03-0	Casual	Yes
1/1/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	3,956.00	03-0	Casual	Yes
1/1/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	2,955.00	03-0	Casual	Yes
1/1/1993	12/31/1993	Clerk I	Visayas State College of Agriculture	2,156.00	03-0	Casual	Yes
1/1/1992	12/31/1992	Clerk I	Visayas State College of Agriculture	2,156.00	03-0	Casual	Yes
8/1/1991	12/31/1991	Clerk I	Visayas State College of Agriculture	2,156.00	03-0	Casual	Yes
12/1/1990	12/31/1990	Clerk I	Visayas State College of Agriculture	2,156.00	03-0	Casual	Yes
10/2/1989	12/31/1989	Clerk -Typist	Visayas State College of Agriculture	455/day	n/a	Casual	Yes
5/1/1984	9/30/1984	Clerk -Typist	Visayas State College of Agriculture	455/day	n/a	Casual	Yes
2/1/1984	4/30/1984	Clerk -Typist	Visayas State College of Agriculture	404/day	n/a	Casual	Yes
3/1/1981	12/31/1982	Clerk -Typist	Visayas State College of Agriculture	404/day	n/a	Casual	Yes
1/2/1981	2/28/1981	Clerk -Typist	Visayas State College of Agriculture	352/day	n/a	Casual	Yes
11/3/1980	12/31/1980	Clerk -Typist	Visayas State College of Agriculture	352/day	n/a	Casual	Yes
8/18/1980	10/31/1980	Clerk -Typist	Visayas State College of Agriculture	352/day	n/a	Casual	Yes
		x-x-x-x					
SIGNATURE				DATE		April 25, 2017	

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)

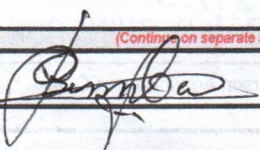
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	"HIV in the Workplace Seminar"	12/9/2016	12/9/2016	8	Managerial	Office of the Director of Administration and Human Resource Development/Legal Office, and VSU Health Services, Visayas State University
	Training on How to Handle Sexual Harassment Cases in the Academe	11/28/2016	11/28/2016	8	Managerial	Office of the Director of Administration and Human Resource Development/Legal Office, Visayas State University
	Gender and Development Reorientation for Frontliners, Department Heads and Center Directors of VSU	9/16/2016	9/16/2016	8	Managerial	Office of the Director of Administration and Human Resource Development, Visayas State University
	Procurement Planning Workshop	9/13/2016	9/13/2016	8	Managerial	Office of the Director of Administration and Human Resource Development, and Supply Property Management Office, Visayas State University
	Workshop to Review and Improve Citizen's Charter per CSC MC No. 14, s. 2016	9/1/2016	9/1/2016	8	Managerial	Office of the Director of Administration and Human Resource Development, Visayas State University
	Orietation on ISO 9001:2008 for Clerk and Secretaries	9/21/2015	9/21/2015	8	Managerial	Office of the Director of Administration and Human Resource Development, Visayas State University
	Orietation on ISO 9001:2008 for Faculty and Staff	9/15/2015	9/15/2015	8	Managerial	Office of the Director of Administration and Human Resource Development, Visayas State University
	University-wide Workshop on the Preparation of Semi-Annual OPCR and IPCR for 2015	7/2/2015	7/2/2015	8	Managerial	Office of the Director of Administration and Human Resource Development, Vice President for Instruction Office, and Performance Monitoring Team 2015, Visayas State University
	Fire Prevention Seminar	3/27AM/2015	3/27AM/2015	4	Managerial	Baybay City Fire Station and Visayas State University
	Reorientation of Frontliners on Good Customer Service, Work Values and Anti-Red Tape Law	9/10/2014	9/10/2014	8	Managerial	Office of the Director of Administration and Human Resource Development, and the Personnel Records and Performance Evaluation Office, Visayas State University
	Seminar on Fire Prevention and Safety Awareness	4/25/2013	4/25/2013	8	Managerial	Baybay City Fire Station and Visayas State University
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	1/14 /2013	1/14/2013	8	Supervisory	Office of the Director of Administration and Human Resource Development/Legal Office, and Vice President for Instruction Office, Visayas State University
	Forum on Anti-Red Tape Law and Civil Service Policy on Cash Advances	9/24/2012	9/24/2012	8	Managerial	Office of the Director of Administration and Human Resource Development/Legal Office, and Accounting Office, Visayas State University
	Personality Development Seminar for Frontliners	9/20/2012	9/20/2012	8	Managerial	Office of the Director of Administration and Human Resource Development, and the Personnel Records and Performance Evaluation Office, Visayas State University
	Reorientation of Frontliners	7/7/2011	7/7/2011	8	Managerial	Office of the Director of Administration and Human Resource Development, and the Personnel Records and Performance Evaluation Office, Visayas State University
	Training on RA 9184 and Its Revised IRR (Modules I, II and V)	7/29/2010	7/29/2010	8	Managerial	Department of Budget and Management Regional Office-8, Government Procurement Policy Board, and Visayas State University
	Seminar Workshop on Public Accountability, Customer Service, APP & PMS-OPES	1/29/2010	1/29/2010	8	Managerial	Office of the Vice President for Administration and Finance, Accounting Office, Office of the Director of Administration and Human Resource Development/Legal Office, Personnel Records and Performance Evaluation Office, Supply Office, and Performance Monitoring Team 2010, Visayas State University

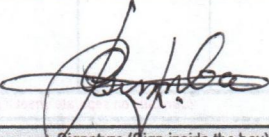

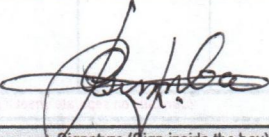

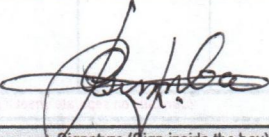

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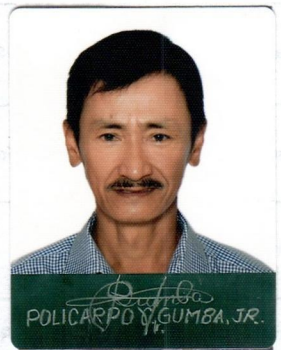
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Operation, Typewriting , Billard		Loyalty Award - In Recognition to 25 Years of Continuous and Dedicated Service to Visayas State University (August 1, 1991-July 31, 2016), given on 30th of September, 2016		VSU-Administrative Personnel Association (VSU-ADPA)
			Loyalty Award - In Recognition to 20 Years of Continuous and Dedicated Service to Visayas State University (August 1, 1991-July 31, 2011), given on 30th of September, 2011		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2017
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Dinah M. Espina</td><td>Department of Animal Science, Visayas State University, Visca, Baybay City, Leyte 6521-A</td><td>None</td></tr><tr><td>Dr. Lolito C.. Bestil</td><td>Department of Animal Science, Visayas State University, Visca, Baybay City, Leyte 6521-A</td><td>None</td></tr><tr><td>Dr. Sulpecio C. Bantugan</td><td>Barangay Marcos, Baybay City, Leyte</td><td>None</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Dinah M. Espina	Department of Animal Science, Visayas State University, Visca, Baybay City, Leyte 6521-A	None	Dr. Lolito C.. Bestil	Department of Animal Science, Visayas State University, Visca, Baybay City, Leyte 6521-A	None	Dr. Sulpecio C. Bantugan	Barangay Marcos, Baybay City, Leyte	None
NAME	ADDRESS	TEL. NO.											
Dr. Dinah M. Espina	Department of Animal Science, Visayas State University, Visca, Baybay City, Leyte 6521-A	None											
Dr. Lolito C.. Bestil	Department of Animal Science, Visayas State University, Visca, Baybay City, Leyte 6521-A	None											
Dr. Sulpecio C. Bantugan	Barangay Marcos, Baybay City, Leyte	None											
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 CRN-006-0017-7113-8 ID/License/Passport No.: Prof'l. Driver's License No. H03-05-002014 Date/Place of Issuance: Oct. 3, 2014, LTO Baybay City, Leyte	<table border="1"><tr><td> Signature (Sign inside the box) April 25, 2015 Date Accomplished</td><td> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) April 25, 2015 Date Accomplished	 Right Thumbmark										
 Signature (Sign inside the box) April 25, 2015 Date Accomplished	 Right Thumbmark												



PHOTO

APR 25 2017

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

ATTY. RYSA C. GUINOCOR
NOTARY PUBLIC
Person Administering Oath

PTR 0395867 - BAYBAY/LEYTE - 1/12/17
IBP 1030924 - TAGLOREAN CITY - 12/19/16
MCLE COMP. NO. V-0009580-07/20/15