

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	TIMKANG		
FIRST NAME	RUBIO	NAME EXTENSION (JR., SR)	
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	NA SAN ISIDRO House/Block/Lot No. Street BAGONG LIPUNAN Subdivision/Village Barangay MATALOM LEYTE City/Municipality Province ZIP CODE 6526
7. HEIGHT (m)	1.63	18. PERMANENT ADDRESS	SAN ISIDRO House/Block/Lot No. Street BAGONG LIPUNAN Subdivision/Village Barangay MATALOM LEYTE City/Municipality Province ZIP CODE 6526
8. WEIGHT (kg)	51		
9. BLOOD TYPE			
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121234690405		
12. PHILHEALTH NO.	1302-5514-2632		
13. SSS NO.	0641740680	19. TELEPHONE NO.	
14. TIN NO.	743-792-790	20. MOBILE NO.	09612403737/09306708918
15. AGENCY EMPLOYEE NO.	VO2718 N/A	21. E-MAIL ADDRESS (if any)	rubioimkang@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	NA		
OCCUPATION	NA		
EMPLOYER/BUSINESS NAME	NA		
BUSINESS ADDRESS	NA		
TELEPHONE NO.	NA		
24. FATHER'S SURNAME	TIMKANG		
FIRST NAME	RUBEN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ODIAS		
25. MOTHER'S MAIDEN NAME			
SURNAME	BUENDIA		
FIRST NAME	GLENDIA		
MIDDLE NAME	POBLETE		

(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	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
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 2, 2025
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IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 2, 2025
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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	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			
	SEMINAR WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT	JULY 30, 2024	JULY 31, 2024	16 HRS	Technical	VISAYAS STATE UNIVERSITY
	FROM POLICY TO PRACTICE:EOBD, DPA OF 20212, AND PIA REORIENTATION FOR VSU PERSONNEL	JULY 29, 2024	JULY 29, 2024	8 HRS	Technical	VISAYAS STATE UNIVERSITY
	SHAPING CULTURE: EMBRACING VALUES FOR PRODUCTIVE WORKPLACE PERFORMANCE	MAY 15, 2024	MAY 15, 2024	8 HRS	Technical	VISAYAS STATE UNIVERSITY
	ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESS/SERVICES OF THE OFFICES UNDER ADMINISTRATIVE SERVICE OFFICE (ASO)	FEB. 23, 2024	FEB. 23, 2024	8 HRS	Technical	VISAYAS STATE UNIVERSITY
	GENDER SENSITIVITY ORIENTATION FOR VSU FACULTY AND STAFF	JULY 11, 2024	JULY 11, 2024	8 HRS	Technical	VISAYAS STATE UNIVERSITY
	Landscape of Blended Learning in the New Normal	12/06/2022	12/06/2022	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


(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NA	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER SKILLS		N/A		N/A
	GRAPHIC DESIGNING				
	EFFECTIVE COMMUNICATION SKILLS				

(Continue on separate sheet if necessary)

SIGNATURE



DATE

Jan 2, 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	ADDRESS	TEL. NO.
DR. BAYRON S. BARREDO	VISCA, BAYBAY CITY, LEYTE	9515112133
Mr. HELMAR YCONG	VISCA, BAYBAY CITY, LEYTE	1037
Maria Precilla B. Garre	BAYBAY LEYTE	09509499604

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)

Jan 6, 2025

Date Accomplished

RUBIO B. TIMKANG

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 10 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN BEGAIL S. MONTERON

Person Administering Oath

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WORK EXPERIENCE SHEET

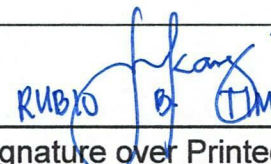
Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: January 18, 2021 – December 31, 2024
- Position: Administrative Aide/Clerk
- Name of Office/Unit: College of Education
- Immediate Supervisor: Bayron S. Barredo
- Name of Agency/Organization and Location: College of Education, VSU Baybay City

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Perform the functions of the Document and Records Controller (DRC) within the unit you are assigned by: a) reviewing issuing, maintaining, retrieving and controlling controlled documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
 - Oversee and check if the functions of the dDRCs and alternate dDRCs belonging to the college/office/unit managed by your direct supervisor have been effectively exercised and performed.
 - Ensure that there is good coordination between you and the University Document and Records Controller and the alternate dDRCs in all concerns related to document and records control.
 - Attend regular meetings called upon by the University DRC to monitor and/or assess status of managing documented information.


RUBIO TIMKANG
(Signature over Printed Name
of Employee/Applicant)

Date: Jan 2, 2025