

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	PEARCE		
FIRST NAME	REINALYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUMBA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/18/1992	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	LEYTE	If holder of dual citizenship, please indicate the details.	
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	<div>House/Block/Lot No. Street</div> <div>SITIO CAIMITO MAGANHAN</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY LEYTE</div> <div>City/Municipality Province</div>
7. HEIGHT (m)	1.53	ZIP CODE	
8. WEIGHT (kg)	62		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	<div>College of Management and Economics/VISERD,</div> <div>House/Block/Lot No. Street</div> <div>SITIO CAIMITO MAGANHAN</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY LEYTE</div> <div>City/Municipality Province</div>
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121090175932		
12. PHILHEALTH NO.	120512151693	19. TELEPHONE NO.	N/A
13. SSS NO.	0633921378	20. MOBILE NO.	09199808199
14. TIN NO.	314 281 294 000	21. E-MAIL ADDRESS (if any)	hannahyaga92@gmail.com
15. AGENCY EMPLOYEE NO.	VJO01357		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PEARCE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DANIEL	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	JOSEPH		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	GUMBA		N/A	N/A
FIRST NAME	ALLAN	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	POLIQUIT		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	PERNITO		N/A	N/A
FIRST NAME	MERLITA		N/A	N/A
MIDDLE NAME	CAJERIC		(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	PATAG ELEMENTARY SCHOOL	PRIMARY EDUCATION	1999	2005	N/A	2005	N/A
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2005	2009	N/A	2009	N/A
VOCATIONAL / TRADE COURSE	UHA CAREGIVER TRAINING CORP	CAREGIVING	2017	2018	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2009	2013	N/A	2013	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
	June 30, 2025

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
	Civil Service Commission	83.68%	August 7, 2022	St. Joseph College- Maasin City Southern Leyte	N/A	N/A

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

	INCLUSIVE DATES		SALARY/ JOB/ PAY
28			

[illegible][illegible]

Am 4

June 30, 2025

[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if needed.)

[illegible][illegible]

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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:
_____ College of Management and _____

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: _____

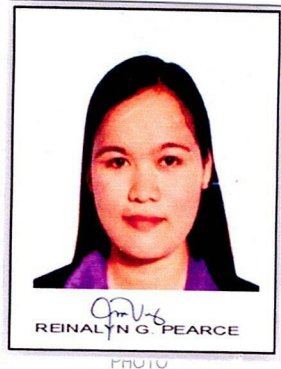
☐ YES☒ NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
Dr. Manuel D.Gacutan Jr.	VSU, Baybay City, Leyte	09171474757
Florante G. Didal	VSU, Baybay City, Leyte	
Honey Sofia V. Colis	VSU, Baybay City, Leyte	

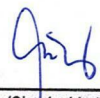
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate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



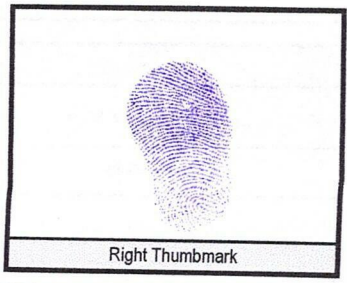
REINALYN G. PEARCE
PHOTO

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.:	0111-3073681-6
Date/Place of Issuance:	SSS MAKATI




Signature (Sign inside the box)
June 30, 2025
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 04 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. KAREN BEGAD S. MONTERO
VSU Director, Legal Affairs and Services

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: June 1, 2022- June 30, 2025
- Position: Clerk (J.O.)
- Name of Office/Unit: Human Resource Management and Development
- Immediate Supervisor: Mr. Florante G. Didal
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy. Pangasugan, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative and clerical tasks e.g., preparation of payroll for newly hired and promoted permanent employees, prepares summer pay, updates leave balances in HRIS

- Duration: July 1, 2021- March 31, 2022
- Position: Data Encoder (J. O.)
- Name of Office/Unit: Department of Animal Science
- Immediate Supervisor: Dr. Manuel D. Gacutan Jr.
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy. Pangasugan, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Assist in the AACCCUP Accreditation.
- Summary of Actual Duties
 - Responsible in the retrieval and consolidation of faculty documents for AACCCUP Accreditation.

- Duration: March 10, 2019- June 30, 2020
- Position: Financial Encoder (Contractual)
- Name of Office/Unit: Badger Technologies Inc.
- Immediate Supervisor:
- Name of Agency/Organization and Location: DD Meridian Park , Pasay City, Metro Manila

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Performed accurate financial data entry and documentation of transactions, receipts, and invoices.

- Duration: July 1, 2014-October 31, 2017
- Position: Sales Consultant (Permanent)
- Name of Office/Unit: Michel J. Lhuillier Financial Services Inc.
- Immediate Supervisor: Ms. Mylene P. Pareño
- Name of Agency/Organization and Location: Brgy. Pag-asa, Quezon City

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in the processing of local and international money remittances.
 - Jewelry Appraiser.
 - Vault Custodian.


REINALYN G. PEARCE

(Name of Employee/Applicant)

Date: August 12, 2025