

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	ANDUYAN		
FIRST NAME	CAROLINE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BERRI		
3. DATE OF BIRTH (mm/dd/yyyy)	04/04/1984	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	17. RESIDENTIAL ADDRESS	228 TRES MARTIRES ST. House/Block/Lot No. Street Subdivision/Village POBLACION ZONE 13 Barangay BAYBAY CITY LEYTE City/Municipality Province
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:	ZIP CODE	6521
7. HEIGHT (m)	1.5494	18. PERMANENT ADDRESS	228 TRES MARTIRES ST. House/Block/Lot No. Street Subdivision/Village POBLACION ZONE 13 Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	76	ZIP CODE	6521
9. BLOOD TYPE	AB+	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	09267984713
11. PAG-IBIG ID NO.	1210-6728-7283	21. E-MAIL ADDRESS (if any)	caroline.anduyan@vsu.edu.ph
12. PHILHEALTH NO.	07-050608686-6		
13. SSS NO.	02-2253324-5		
14. TIN NO.	291-207-604		
15. AGENCY EMPLOYEE NO.	V02013		

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	N/A	NAME EXTENSION (JR., SR)	RAFAELA B. ANDUYAN	19/02/2006
MIDDLE NAME	N/A		ADRIAN A. JOSE	10/07/2010
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ANDUYAN			
FIRST NAME	RAMON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SESCON			
25. MOTHER'S MAIDEN NAME				
SURNAME	BERRI			
FIRST NAME	LOLITA			
MIDDLE NAME	APOSTOL			

(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 NORTH CENTRAL SCHOOL	PRIMARY EDUCATION	01/06/1991	01/04/1997	GRADUATED	1997	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	01/06/1997	01/04/2001	GRADUATED	2001	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	HOLY ANGEL UNIVERSITY	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCE & MANAGEMENT ACCOUNTING	01/06/2001	01/04/2005	GRADUATED	2005	N/A
	HOLY ANGEL UNIVERSITY	ASSOCIATE IN OFFICE ADMINISTRATION	01/06/2006	01/04/2008	GRADUATED	2008	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	January 3, 2025
-----------	---	------	-----------------

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
	CSC SUB-PROFESSIONAL	82.10	13/03/2022	TACLOBAN CITY	N/A	N/A
	CSC PROFESSIONAL	81.44	20/08/2023	TACLOBAN CITY	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.

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	January 3, 2025

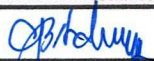














January 3, 2025

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)		POSITION / NATURE OF WORK
		From	To	
	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			
	BASIC COURSE TRAINING ON THE RA 9184 AND ITS REVISED IMPLEMENTING RULES AND REGULATIONS ACT OF 2016	26/11/2024	28/11/2024	24 HOURS		VISAYAS STATE UNIVERSITY
	PUBLIC FINANCIAL MANAGEMENT WORKSHOP 2024	18/09/2024	20/09/2024	24 HOURS		VISAYAS STATE UNIVERSITY
	SEMINAR WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM)	30/07/2024	31/07/2024	16 HOURS		VISAYAS STATE UNIVERSITY
	"FROM POLICY TO PRACTICE: EODB, DPA OF 2012, AND PIA REORIENTATION FOR VISAYAS STATE UNIVERSITY PERSONNEL"	29/07/2024	29/07/2024	8 HOURS		VISAYAS STATE UNIVERSITY
	"SPARKLING SPACE: MASTERING THE ART OF HOUSEKEEPING (BATCH 2)"	22/05/2024	22/05/2024	8 HOURS		VISAYAS STATE UNIVERSITY
	ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESSES/SERVICES OF THE OFFICES UNDER ADMINISTRATIVE SERVICES OFFICE (ASO)	23/02/2024	23/02/2024	8 HOURS		VISAYAS STATE UNIVERSITY
	HRIS SOFTWARE ONBOARDING	6/12/2023	6/12/2023	4 HOURS		VISAYAS STATE UNIVERSITY
	UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS AT VISAYAS STATE UNIVERSITY	29/11/2023	29/11/2023	4 HOURS		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	29/08/2023	29/08/2023	4 HOURS		VISAYAS STATE UNIVERSITY
	CONFLICT AND STRESS MANAGEMENT	23/05/2023	26/05/2023	32 HOURS		VIGAN, ILOCOS SUR
	1ST RAISE 8 TECHNOLOGY PROMOTION MENTORSHIP SERIES	15/05/2023	19/05/2023	40 HOURS		VISAYAS STATE UNIVERSITY
	ORIENTATION/RE-ORIENTATION OF DUTIES AND RESPONSIBILITIES OF dDRCs AND AdDRCs, AND CASCADING FO DOCUMENTS AND RECORDS CONTROL	07/09/2022	07/09/2022	4HOURS		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS SEMINAR	30/08/2022	31/08/2022	4 HOURS		VISAYAS STATE UNIVERSITY
	ORIENTATION ON DATA PRIVACY ACT OF 2012	08/04/2022	08/04/2022	8 HOURS		VISAYAS STATE UNIVERSITY
	VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR	07/04/2022	07/04/2022	4 HOURS		VISAYAS STATE UNIVERSITY
	WORKSHOP ON REVISITING THE STRATEGIC PLAN FOR ODAS & GSO	16/03/2022	17/03/2022	16 HOURS		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	24/02/2022	24/02/2022	4 HOURS		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	13/09/2021	13/09/2021	4 HOURS		VISAYAS STATE UNIVERSITY
	CONTROL YOUR RECORDS BEOFRE THEY CONTROL YOU: THE BASICS OF RECORDS MANAGEMENT AND RECORDS CONTROL	27/01/2021	27/01/2021	4 HOURS		DEPARTMENT OF SCIENCE AND TECHNOLOGY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	27/11/2020	27/11/2020	2 HOURS		VISAYAS STATE UNIVERSITY
	WEBINAR PRESENTATION ON "DOCUMENT TRACKING SYSTEM"	13/11/2020	13/11/2020	3 HOURS		VISAYAS STATE UNIVERSITY

VIII. OTHER INFORMATION		
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)
	COMPUTER LITERATE	
	STENOGRAPHY	
	KEYBOARDING / TYPING	
(Continue on separate sheet if necessary)		

SIGNATURE		DATE	January 3, 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)?	<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 checked="" 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____												
661													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ATTY. RYSAN C. GUINOCOR</td><td>VISAYAS STATE UNIVERSITY</td><td>565-0600 loc. 1072</td></tr><tr><td>ATTY. JEROME T. PARAS</td><td>ANGELES CITY, PAMPANGA</td><td>9172549001</td></tr><tr><td>ATTY. ELAIAS T. TIMBOL</td><td>ANGELES CITY, PAMPANGA</td><td>9175293812</td></tr></table>		NAME	ADDRESS	TEL. NO.	ATTY. RYSAN C. GUINOCOR	VISAYAS STATE UNIVERSITY	565-0600 loc. 1072	ATTY. JEROME T. PARAS	ANGELES CITY, PAMPANGA	9172549001	ATTY. ELAIAS T. TIMBOL	ANGELES CITY, PAMPANGA	9175293812
NAME	ADDRESS	TEL. NO.											
ATTY. RYSAN C. GUINOCOR	VISAYAS STATE UNIVERSITY	565-0600 loc. 1072											
ATTY. JEROME T. PARAS	ANGELES CITY, PAMPANGA	9172549001											
ATTY. ELAIAS T. TIMBOL	ANGELES CITY, PAMPANGA	9175293812											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: DRIVER'S LICENSE</td></tr><tr><td>ID/License/Passport No.: H12-20-002156</td></tr><tr><td>Date/Place of Issuance: 6/30/2020 - Baybay City, Leyte</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: DRIVER'S LICENSE	ID/License/Passport No.: H12-20-002156	Date/Place of Issuance: 6/30/2020 - Baybay City, Leyte	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>January 3, 2025</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	January 3, 2025	Date Accomplished			
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)													
PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: DRIVER'S LICENSE													
ID/License/Passport No.: H12-20-002156													
Date/Place of Issuance: 6/30/2020 - Baybay City, Leyte													
													
Signature (Sign inside the box)													
January 3, 2025													
Date Accomplished													
	<table><tr><td></td></tr><tr><td>CAROLINE D. ANDUYAN</td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		CAROLINE D. ANDUYAN		Right Thumbmark								
													
CAROLINE D. ANDUYAN													
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>JAN 03 2025</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath									
													
ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer													
Person Administering Oath													

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 16, 2023 – present
 - Position: Administrative Aide III / Core dDRC
 - Name of Office/Unit: Office of the Vice President for Research, Extension, and Innovation
 - Immediate Supervisor: Dr. Santiago T. Peña, Jr.
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - Summary of Actual Duties
 - a.) Assists in the daily clerical & logistical needs of the OVPREI office including answering communications via phones, e-mails, IPs; keeping and updating schedules of the VPREI and assisting/receiving visitors of the office as frontline officer.
 - b.) Consolidate all the planning and monitoring forms including OPCR/IPCR and other ISO related documents.
 - c.) Cascading of all updated forms, guidelines and procedure manuals of the university and maintain the filing system of OVPREI.
 - d.) Performs other function as assigned by superiors and other office staff.
-
- Duration: February 3, 2020 – January 15, 2023
 - Position: Job Order Clerk / dDRC
 - Name of Office/Unit: Office of the Chief Legal Officer
 - Immediate Supervisor: Atty. Rysan C. Guinocor
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - Summary of Actual Duties
 - e.) Provide frontline services by answering queries and request from students, faculty and staff of other units;
 - f.) Prepares legal documents (MOA, affidavits, contracts, etc.) and facilitates its notarization;
 - g.) Acts as secretary during background investigation and conferences;
 - h.) Encodes and draft endorsement, motions, monthly notarial report and other papers to be submitted to the Solicitor General and Regional Trial Court, Baybay City, Leyte;
 - i.) Do legal research of cases and investigations;
 - j.) Records documents in two sets of notarial books and affixing/checking each documents as to dates, valid IDs, notarial register, etc.;
 - k.) File/binds case records and other legal documents;
 - l.) Performs other functions as assigned by the superiors

- Duration: March 12, 2012 – December 15, 2019
- Position: Legal Secretary
- Name of Office/Unit: Paras & Timbol Law Office
- Immediate Supervisor: Atty. Jerome T. Paras
- Name of Agency/Organization and Location: Paras & Timbol Law Office, Angeles City, Pampanga.

- Summary of Actual Duties
 - a.) Typing/Steno dictation
 - b.) Prepare monthly schedule of cases
 - c.) Lawyer's appointments/hearings
 - d.) Lawyer's trial records
 - e.) Lawyer's notarial
 - f.) Maintain & update ledgers of clients
 - g.) Prepare Monthly State of Accounts of clients
 - h.) Lawyer's pending work to do
 - i.) Lawyer's outgoing mails/pleadings
 - j.) Lawyer's incoming/outgoing emails
 - k.) Handles clients' files
 - l.) Other related office work as delegated


CAROLINE B. ANDUYAN
(Signature over Printed Name
of Employee/Applicant)

Date: 1/10/2025