

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	PONCE		
FIRST NAME	ROGELIO		NAME EXTENSION (JR., SR)
MIDDLE NAME	ENDRINA		
3. DATE OF BIRTH (mm/dd/yyyy)	August 21, 1959	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	Labangon Cebu City	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	832 House/Block/Lot No. Street Marcos Subdivision/Village Barangay Paybay City Leyte City/Municipality Province
7. HEIGHT (m)	163-meter	18. PERMANENT ADDRESS	832 House/Block/Lot No. Street Marcos Subdivision/Village Barangay Paybay City Leyte City/Municipality Province 6521
8. WEIGHT (kg)	69-kilogram	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	"O"	20. MOBILE NO.	09173687516
10. GSIS ID NO.	BP# 2001715428	21. E-MAIL ADDRESS (if any)	rogelio.ponce@vsu.edu.ph.
11. PAG-IBIG ID NO.	1211-7589-9471		
12. PHILHEALTH NO.	13-200414363-2		
13. SSS NO.	06-0578486-0		
14. TIN NO.	116-626-453		
15. AGENCY EMPLOYEE NO.	VSU-10#V00907		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Mazo		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Francisca	NAME EXTENSION (JR., SR)	Jerson Ponce	09-13-83
MIDDLE NAME	Alabat	(deceased)	Mechelle Ponce	11-14-84
OCCUPATION	None		Maria Cleofe Ponce	5-24-86
EMPLOYER/BUSINESS NAME			Bryan Ponce	12-4-87
BUSINESS ADDRESS			Jaypee Ponce	04-24-90
TELEPHONE NO.			Franchelle Khrista Ponce	05-30-2004
24. FATHER'S SURNAME	Ponce			
FIRST NAME	Diosdado	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Villanueva			
25. MOTHER'S MAIDEN NAME	Endrina			
SURNAME	Buenaventurada			
FIRST NAME	Jabel			
MIDDLE NAME				

(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	Guadalupe Elementary School - Cebu City	Primary Education	1966	1972	Corduate	1972	3rd Honor
SECONDARY	Cebu Central College Cebu City	High School	1973	1977	Graduate	1977	
VOCATIONAL / TRADE COURSE	Abellana National High School - Cebu City	Practical Electricity	1978	1978	6-months training	1978	
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 15, 2021
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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
Drivers Licence	68%	10-2-19	Baybay City Leyte	H12-19-003735	8-21-24
TESDA OCCUPATIONAL					
QUALIFICATION SYSTEM					
Building Wiring Installation					
NC II	competent	5-19-2010	Calubian National	100803024	2015
			Vocational School	833	
			Calubian Leyte		


(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 "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
10-2-19	Present	Administrative Aid V	VSU College of Engineering	P14,000	Step 2	Temp regular	YES
10-31-14	10-31-15	Labor General Foreman	VSU College of Engineering	P7,000.00		Casual	YES
10-31-13	10-31-14	Construction Foreman	VSU College of Engineering	470/day		Job Order	YES
1-2-2003	10-31-13	Construction Foreman	VSU - Plant oil Technology				
		Technician	Center	8000/month		Contracted	YES
6-1-96	6-1-2000	Maintenance Electrician	SHING-CHO-TEXTILE				
		Machine Operator	TAIWAN ROC	P18,000/month		Contracted	NO
7-1-2007	6-30-08	Welder I	Visayas State University	320/day		Job Order	YES
2-8-07	6-30-07	Welder I	VSU - National Abaca				
			Research Center	102.27		Casual	YES
1-1-93	12-31-93	Laborer	Visca - Nat.	90.90		Casual	YES
7-1-92	12-31-92	Welder I	Visca - Nat.	102.27		Casual	YES
1-1-90	12-31-90	Welder I	Visca - Nat.	102.27		Casual	YES
7-1-89	12-31-89	Welder I	Visca - Nat.	102.27		Casual	YES
1-1-89	6-30-89	Welder	Visca - Nat	32.85		Casual	YES
7-1-88	12-31-88	Carpenter/Welder	Visca - Nat	22.90		Casual	YES
1-1-88	6-30-88	Carpenter/mason	Visca - Nat.	22.90		Casual	YES
12-14-87	12-31-87	Carpenter	Visca - Nat.	32.85		Casual	YES
10-16-87	12-13-87	Carpenter	Visca - Nat.	22.90		Casual	YES
7-16-84	9-30-84	Laborer	Visca - Nat.	16.45		Casual	YES
4-19-80	10-15-82	Electrician	Romago - Electric Co.	18.00		Contracted	NO

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 15-2024
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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)

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Electrician	N/A	LSU - Administrative
Plumbing		Personnel Association
Welding		
Carpentry		
Mason		
Basketball		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 15-2021
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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:

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. Roberto C. Guarte PhD	VSU - Visca	
Dr. Oscar B. Posas	Brgy. Marcos 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.

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 - CRN - 011 - 65260501-3

ID/License/Passport No.: Driver's License - H12 - 19 - 003775

Date/Place of Issuance: 10-2-19 - Baybay City

Signature (Sign inside the box)

3/29/21

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 3/29/21, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

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: March 16, 2000 – Present
- Position: Construction Foreman
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Dr. Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - 1. Construction of Renewable Energy Research Center (RERC) Building;
 - 2. Renovation of old classrooms of the College of Engineering, Faculty and staff Rooms, and administrative offices;
 - 3. College of Engineering Annex Building; and
 - 4. Conversion of the VSU Old Library to classrooms.

- Summary of Actual Duties
 - 1. Supervise skilled workers and laborers of the construction of the College of Engineering Annex;
 - 2. Monitoring of the construction materials needed; and
 - 3. Evaluated the construction plan of the building.

- Duration: July 16, 1987 – July 1, 1988
- Position: Carpenter/Mason
- Name of Office/Unit: ViSCA-Visayas State College of Agriculture
- Immediate Supervisor: Dr. Marianito Escalante
- Name of Agency/Organization and Location: ViSCA-Visayas State College of Agriculture Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - 1. Fabrication of filing cabinets, office tables and minor repair of the Engineering Building.

- Summary of Actual Duties
 - 1. Carpentry works; and
 - 2. Do other responsibilities related to the College program of work.



ROGELIO E. PONCE

(Signature over Printed Name
of Employee/Applicant)

Date: February 11, 2021