

## 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	PEÑALOSA		
FIRST NAME	BERT	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CUTOB		
3. DATE OF BIRTH (mm/dd/yyyy)	30/01/1985	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,	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	ZONE 1 House/Block/Lot No. Street BRGY. CARIDAD Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
7. HEIGHT (m)	5'5	ZIP CODE	6521
8. WEIGHT (kg)	69		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	ZONE 1 House/Block/Lot No. Street BRGY. CARIDAD Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
10. GSIS ID NO.	2005157518	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-1753-9089		
12. PHILHEALTH NO.	13-050056883-7	19. TELEPHONE NO.	N/A
13. SSS NO.	06-2540054-8	20. MOBILE NO.	0926-6481-984
14. TIN NO.	451-257-061	21. E-MAIL ADDRESS (if any)	Bertpenalosa.2013@yahoo.com
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	FLORES-PEÑALOSA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARIEVIC	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	SIEGA		N/A	
OCCUPATION	TEACHER			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	9552190573			
24. FATHER'S SURNAME	PEÑALOSA			
FIRST NAME	BENITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MONTALBAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	CUTOB			
FIRST NAME	PACITA			
MIDDLE NAME	NABUTAS			

(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	CARIDAD ELEM. SCHOOL	ELEMENTARY	June 1991	Mar 1997	GRADUATED	1997	WITH HONORS
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	HIGH SCHOOL	June 1997	Mar 2003	GRADUATED	2003	
VOCATIONAL / TRADE COURSE	TESDA	BUILDING WIRING INSTALLATION (BWI)	Jul 2003	Nov 2003	GRADUATED	2003	
	SAINT MICHAEL COLLEGE	CERTIFICATE IN PROSSIONAL EDUCATION	June 2018	Oct 2018	GRADUATED	2018	
COLLEGE	WESTERN LEYTE COLLEGE	BS. BUSINESS ADMINISTRATION	June 2009	Mar 2013	GRADUATED	2013	ACADEMIC SCHOLAR/S
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY ( MAIN CAMPUS )	MASTER IN PUBLIC ADMINISTRATION	June 2015	Nov 2016	GRADUATED	2016	

(Continue on separate sheet if necessary)

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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
	INSURANCE ADVISER		7/25/2017	ORMOC CITY, LEYTE	344400	8/25/2018
	DRIVER'S LICENSE		04/01/2017	BAYBAY CITY, LEYTE	H0314001308	30/01/2022

(Continue on separate sheet if necessary)

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(Continue on separate sheet if necessary)

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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		

(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)

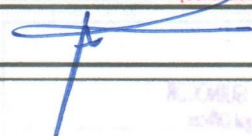
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Resource Speaker on Product Costing and Pricing	June 21, 2021	June 21, 2021	4hrs	Technical	DTI - LEYTE
	Resource Person on Marketing Strategies Training and Seminars	Dec. 8, 2021	Dec 9, 2021	4hrs	Technical	VSU-ISRDS
	Participant on Identification of proper and complete items Technical and parameters and orientation of the Purchase Request (PR) Module of the SPPMIS	Aug 28, 2020	Aug 28, 2020	4 hrs	Technical	VSU
	Participant on Webinar on Introduction to Copyright and Fair Use for Educators	28-Aug-20	28-Aug-20	4 hrs	Technical	VSU
	Participant on Radio Production in the Pipeline webinar series on On-Air Learning	17-Aug-20	Aug 20,2020	8hrs	Technical	EVHEIs-FLMSC Region VIII
	Participant on Broadcast Speech and Performance webinar series on On-Air Learning	17-Aug-20	20-Aug-20	8hrs	Technical	EVHEIs-FLMSC Region VIII
	Resource Speaker on Alternative Livelihood Seminar with the Entrepreneurial Theme" Improving Productivity"	Mar 7, 2020	Mar 7, 2020	3 hrs	Technical	VSU- CWTS
	Participant on Regional Business Summit	Nov. 28,2019	Nov. 29,2029	16hrs	Technical	PCDEB
	Participant on Regional Forum on Economic and Financial Literacy	Nov. 12,2019	Nov. 12, 2019	8hrs	Technical	NEDA-8
	Training and Seminar on Socio-Economic Research in Agriculture	Oct, 4,2019	Oct. 4, 2019	8hrs	Technical	PCAARD-SERDAC
	Workshop Facilitator on Financial Management Seminar	Sept 17,2019	Sept 18, 2019	8 hrs	Technical	VSU-ISRDS
	Resource Person on Job Seeking Seminar	June 11, 2019	June 11, 2019	2 hrs	Technical	VSU-DBM
	Resource Person on Simple Bookkeeping and Entrepreneurial Ventures through Women's Association seminar	11/21/2018	11/21/2018	8hrs	Technical	VSU-DFST
	Resource Person on Sustainable Livelihood through Women's Organization seminar	10/31/2018	10/31/2018	8hrs	Technical	VSU-DFST
	Parcipant on Socio-Economic Research Methods Using R Studio Training	9/7/2018	9/7/2018	8hrs	Technical	VSU-VISERDAC
	Gender Sensivity Training	9/4/2018	9/4/2018	8hrs	Technical	VSU-ISRDS
	Participant on Social Capital as a Determinant of Civic Engagement Forum	July 27, 2918	July 27, 2018	4 hrs	Technical	VSU-ISRDS
	Case Teaching Workshop	June 22,2017	23/06/2017	16 hrs	Technical	VSU-DBM Dept.
	Marketing Management	Mar 2017	Mar 2017	5 hrs	Technical	VSU-DBM Dept.
	The Concoction of Knowledge Avenue	April 2016	Nov 2016	8 mos	Technical	CTU
	Strategic Human Resource Management Training	Mar 2013	Mar 2013	8hrs	Technical	WLC
	Recruitment and Selection Seminar	Feb 2013	Feb 2013	8 hrs	Technical	WLC

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Sales and Field Marketing		Top Sales Executive 2015-2016		
	Chess enthusiast		The Great Gatsby as the Guest Speaker ( WLC Org. Acitivities )		
			JHRM Society as Organization President		
			College Supreme Student Council Senator		
			Chess Varsity		

(Continue on separate sheet if necessary)

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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;"><u>Resigned for greener pasture</u></p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. Edgardo E. Tulin</td> <td>VSU</td> <td></td> </tr> <tr> <td>Dr. John Henry Caballero</td> <td>CTU</td> <td></td> </tr> <tr> <td>Dr. Henry Nicolas Fajardo</td> <td>CTU</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Edgardo E. Tulin	VSU		Dr. John Henry Caballero	CTU		Dr. Henry Nicolas Fajardo	CTU	
NAME	ADDRESS	TEL. NO.											
Dr. Edgardo E. Tulin	VSU												
Dr. John Henry Caballero	CTU												
Dr. Henry Nicolas Fajardo	CTU												
<p>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.</p>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: LTO Driver's License</p> <p>ID/License/Passport No.: H0314001308</p> <p>Date/Place of Issuance: Jan 4, 2017. BAYBAY CITY, LEYTE</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">8/16/2021</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>	Signature (Sign inside the box)	8/16/2021	Date Accomplished									
Signature (Sign inside the box)													
8/16/2021													
Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this <u>31 AUG 2021</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;"> <p><b>ATTY. RYSA M. C. GUINOCOR</b> VSU CLU Legal Officer Person Administering Oath</p> </div>													



BERT C. PEÑALOSA





## 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, 2017
- Position: Instructor 1
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Angelita L. Paradero
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Developed Course Syllabi and TOS for Agribusiness
  - Conduct Trainings and Seminars for research and extension services.
  - Served as Department Focal Person for Students Instructional Materials
  - Served as Chairman for AACUP Area IV (MM) and Area II (BSAB) accreditation
  - Served as Adviser for Society of Agribusiness Organization. (SY. 2019-2021)
  - Performed teaching and student's consultancy
- Summary of Actual Duties
  - Monitors and evaluates students' progress
  - Teaches students using appropriate and innovative teaching strategies
  - Counsels and guides students
  - Facilitates curricular and co-curricular activities
  - Performs trainings and seminars for extension services
  - Support and performs Department Goals, Mission and Vision

BERT C. PEÑALOSA

(Signature over Printed Name  
of Employee/Applicant)

Date: 8/17/21