

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	PAULO		
FIRST NAME	RAMONITO	NAME EXTENSION (JR., SR) II	
MIDDLE NAME	MELGAZO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/04/1994	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	HILONGOS, LEYTE	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	House/Block/Lot No. Street TALISAY Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6524
8. WEIGHT (kg)	53		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street TALISAY Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6524
11. PAG-IBIG ID NO.	121174537664		
12. PHILHEALTH NO.	120255387842		
13. SSS NO.	3460484425	19. TELEPHONE NO.	N/A
14. TIN NO.	329288516	20. MOBILE NO.	09164839498
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	ramonito.paulo@vsu.edu.ph

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		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	PAULO			
FIRST NAME	RAMONITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MACARAT			
25. MOTHER'S MAIDEN NAME				
SURNAME	MELGAZO			
FIRST NAME	EDITA			
MIDDLE NAME	MATAS			

(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	TALISAY ELEMENTARY SCHOOL	N/A	01/06/2001	01/04/2007	N/A	2007	WITH HONORS
SECONDARY	HILONGOS NATIONAL VOCATIONAL SCHOOL	N/A	01/06/2007	01/04/2011	N/A	2011	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	01/06/2011	13/04/2016	N/A	2016	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5 - 30 - 25
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>Bauer</i>	DATE	5-30-25
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the Program	
2. Description of the Program	
3. Date Attended	
4. Location	
5. Duration	
6. Key Takeaways	
7. Impact on Your Work	
8. Other Comments	

[illegible]

(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)
VIDEO EDITING	N/A	N/A
PHOTO EDITING		
TECHNICAL TROUBLESHOOTING		
EMAIL MANAGEMENT		
DATA MANAGEMENT	2008 JUL 5 G	
SOCIAL MEDIA MANAGEMENT		
CUSTOMER SERVICE		

(Continue on separate sheet if necessary)

SIGNATURE	<i>Brown</i>	DATE	5-30-25
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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.
RAYMUND M. IGCASAMA	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	9985663919
RUBELYN P. FERNANDEZ	BRGY. KABALASAN BAYBAY CITY, LEYTE	9284417678
JEFFREY M. CABILING	BRGY. DINAG-AN, ALBUERA, LEYTE	9454666138

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: DRIVER'S LICENSE

ID/License/Passport No.: H12-21-200211

Date/Place of Issuance: 08/24/2021, LTO BAYBAY CITY

Signature (Sign inside the box)

5-30-25

Date Accomplished

Right Thumbmark

RAMONITO M. PAULOS
PHOTO

SUBSCRIBED AND SWORN to before me this 02 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL 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.

Sample: If applying to Supervising Administrative Officer

- Duration: February 9, 2022 – June 30, 2025
- Position: IT Staff/IT Specialist
- Name of Office/Unit: Admissions Office
- Immediate Supervisor: Joseph E. Padilla
- Name of Agency/Organization and Location: Admissions Office, VSU Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Manage the official admission app.
 - Maintain and manage the Moodle classroom for online college admission tests.
 - Assign and manage Zoom accounts during the conduct of online CAT.
 - Conduct the online admission screening and online college admission test.
 - Generate the list of admission qualifiers.
 - Manage the official Email and Facebook page of the office.

RAMONITO M. PAULO II
(Signature over Printed Name
of Employee/Applicant)

Date: 5-30-25