

PERSONAL DATA SHEET

Print legibly Mark appropriate boxes ☐ with " / " and use separate sheet if necessary 1. CS ID No. (to be filled y CSC)

I. PERSONAL INFORMATION

2. SURNAME	ARPOCEPLE		
FIRST NAME	DAHLIA		
MIDDLE NAME	RADO	3. NAME EXTENSION (e.g. Jr. Sr.)	None
4. DATE OF BIRTH (mm/dd/yyyy)	June 27, 1969	16. RESIDENTIAL ADDRESS	Zone 1, Brgy. Guadalupe Baybay City, Leyte
5. PLACE OF BIRTH	TALIBON, BOHOL	ZIP CODE	6521
6. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. TELEPHONE NO.	None
7. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	18. PERMANENT ADDRESS	Capitol Valley, Subdivision Tagbilaran City, Bohol
8. CITIZENSHIP	Filipino	ZIP CODE	6521
9. HEIGHT (m)	1.524 m	19. TELEPHONE NO.	None
10. WEIGHT (kg)	56 kls.	20. E-MAIL ADDRESS (if any)	dahlia.arpoceple@vsu.edu.ph
11. BLOOD TYPE	O+	21. CELL PHONE NO. (if any)	09772066882
12. GSIS ID NO.	2004558953	22. AGENCY EMPLOYEE NO.	V00842
13. PAG-IBIG ID NO.	121055241281	23. TIN	163-173-509
14. PHILHEALTH NO.	12-025073306-8		
15. SSS NO.			

II. FAMILY BACKGROUND

24. SPOUSES' SURNAME	ARPOCEPLE	25. NAME OF CHILDREN (Write full name and list all)	Date of Birth (mm/dd/yyyy)
FIRST NAME	PABLO	EULA DIZA R. ARPOCEPLE	8 / 31 / 1996
MIDDLE NAME	SANCHEZ	EULA DOROTHY R. ARPOCEPLE	9 / 14 / 2005
OCCUPATION	NONE		/ /
EMPLOYER/BUS. NAME	N/A		/ /
BUSINESS ADDRESS	N/A		/ /
TELEPHONE NO.	N/A		/ /
(Continue on separate sheet if necessary)			/ /
26. FATHER'S SURNAME	RADO		/ /
FIRST NAME	ISIDORO		/ /
MIDDLE NAME	VINTOSO		/ /
27. MOTHER'S MAIDEN NAME			/ /
SURNAME	ILAYA		/ /
FIRST NAME	EULOGIA		/ /
MIDDLE NAME	ALONZO		/ /
(Continue on separate sheet if necessary)			

III. EDUCATIONAL BACKGROUND

28. LEVEL	NAME OF SCHOOL (Write in full)	DEGREE/ COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		SCHOLARSHIP ACADEMIC/ HONORS RECEIVED
ELEMENTARY	Getafe Elementary School		1982		From	To	
SECONDARY	University of Bohol		1986		1976	1982	Second honor
VOCATIONAL/ TRADE COURSE	None				1982	1986	None
COLLEGE	Cebu Institute of Technology	Bachelor of Science in Computer Engineering	Undergrad.	5th year 198 units	1986	1992	None
GRADUATE STUDIES	None						

(Continue on separate sheet if necessary)



29 CAREER SERVICE/RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/CES/CSEE	RATING	DATE OF EXAMINATION/ CONFERMENT	PLACE OF EXAMINATION/ CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE
CAREER SERVICE PROFESSIONAL	80.00	July 15, 2001	Tagbilaran City, Bohol		
CAREER SERVICE SUBPROFESSIONAL	80.56	November 6, 1997	Cebu City		

V. **WORK EXPERIENCE** (Include private employment. Start from your current work)

[illegible]

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/NON-GOVERNMENT/PEOPLE/VOLUNTARY ORGANIZATIONS					
31.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION/ NATURE OF WORK
		From	To		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
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		/ /	/ /		
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(Continue on separate sheet if necessary)					
VII. TRAINING PROGRAMS (Start from the most recent training)					
32.	TITLE OF SEMINAR/CONFERENCE WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
		From	To		
	Procurement Planning Workshop	09/13/16	09/13/16	8 hrs.	ODA HRD - VSU
	Procurement Act Orientation	09/09/16	09/09/16	8 hrs.	ODA HRD - VSU
	Workshop to Review and Improve Citizen's Charter	09/01/16	09/01/16	8 hrs.	ODA HRD - VSU
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	06/15/16	06/15/16	8 hrs.	ISRDS - VSU
	Training Workshop on Content Management System for the College of Engineering Website and Online Class Using Moodle	05/03/16	05/05/16	24 hrs.	DCST - VSU
	ISO 9001-2008 Orientation & Writeshop Among Clerk & Secretaries	09/21/15	09/21/15	8 hrs.	ODA HRD - VSU
	Re-orientation Seminar on Customer Service, Work Values and Anti-Red Tape Law	09/10/14	09/10/14	8 hrs.	ODA HRD - VSU
	Energy Efficiency and Conservation Seminar	03/13/13	03/13/13	8 hrs.	DEPARTMENT OF ENERGY - PHILIPPINES
	Research Proposal Preparation & OPCR/IPCR Formulation & Implementation	01/15/13	01/18/13	32 hrs.	COLLEGE OF ENGINEERING - VSU
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	01/14/13	01/14/13	8 hrs.	ODA HRD - VSU
	Personality Development Seminar for Frontliners	09/20/12	09/20/12	8 hrs.	ODA HRD - VSU
	Reorientation Seminar of Frontliners	07/07/11	07/07/11	8 hrs.	ODA HRD - VSU
	Total Quality Management Among Admin. Personnel	03/18/10	03/19/10	16 hrs.	ODA HRD - VSU
(Continue on separate sheet if necessary)					
VIII. OTHER INFORMATION					
33.	SPECIAL SKILLS/HOBBIES:	34.	NON-ACADEMIC DISTINCTIONS/ RECOGNITION (Write in full)	35.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER SKILLS:				
	Computer Troubleshooting				
	MS Word, Excel, Publisher				
	Reformat				
	Software Installation				
(Continue on separate sheet if necessary)					



36.

Are you related by consanguinity or affinity to any of the following:

a.

Within the third degree  
(for NATIONAL GOVERNMENT Employees):  
appointing authority, recommending authority, chief  
of office/bureau/department or person who has  
immediate supervision over you in the Office,  
Bureau or Department where you will be appointed?

☐ YES

☒ NO

If YES,give details:

b.

Within the fourth degree  
(for LOCAL GOVERNMENT Employees): appointing authority  
or recommending authority where you are appointed?

☐ YES

☒ NO

If YES,give details:

37.

a.

Have you ever been formally charged?

☐ YES

☒ NO

If YES,give details:

b.

Have you ever been guilty of any administrative offense?

☐ YES

☒ NO

If YES,give details:

38.

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:

39.

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, AWOL or phased out, in the  
public or private sector?

☐ YES

☒ NO

If YES,give details:

40.

Have you ever been a candidate in a  
national or local election (except Barangay election)?

☐ YES

☒ NO

If YES,give details:

41.

Pursuant to: (a) Indigenous People's Act (RA 8371);  
(b) Magna Carta for Disabled Persons (RA 7277); and  
© Solo Parents Welfare Act of 2000) RA 8972), please  
answer the following items:

a.

Are you a member of any indigenous group?

☐ YES

☒ NO

If YES, pls. specify:

b.

Are you differently abled?

☐ YES

☒ NO

If YES, pls. specify:

c.

Are you a solo parent?

☒ YES

☐ NO

If YES, pls. specify:

Husband is a detainee.

42.

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

NAME	ADDRESS	TEL. NO.
Prof. EPIFANIA G. LORETO	VSU, Baybay City, Leyte	
Dr. ROBERTO C. GUARTE	VSU, Baybay City, Leyte	
Dr. EDGARDO E. TULIN	VSU, Baybay City, Leyte	

43.

I declare under oath that this Personnal Data Sheet has been accomplished by me, and is  
a true, correct and complete statement pursuant to the provisions of pertinent laws,  
rules and regulations of the Republic of the Philippines  
  
I also authorize the agency head/ authorized representative to verify/ validate the contents stated herein.  
I trust that this information shall remain confidential.



PHOTO



RIGHT THUMBMARK

18490638

COMMUNITY TAX CERTIFICATE NO.

Talibon, Bohol

ISSUED AT

4/12/2016

ISSUED ON (mm/dd/yy)

SIGNATURE (Sign inside the box)

11/24/16

DATE ACCOMPLISHED