

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 box ☐ 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	CUYNO		
FIRST NAME	DONNA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CAJA		
3. DATE OF BIRTH (mm/dd/yyyy)	03/06/1996	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	UBAY BOHOL	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	
7. HEIGHT (m)	1.52		House/Block/Lot No. Street GUADALUPE
8. WEIGHT (kg)	53		Subdivision/Village Barangay BAYBAY CITY LEYTE
9. BLOOD TYPE	O+		City/Municipality Province 6521
10. GSIS ID NO.	2005449024	18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	121187193609		House/Block/Lot No. Street SINANDIGAN
12. PHILHEALTH NO.	122505151060		Subdivision/Village Barangay UBAY BOHOL
13. SSS NO.	34-6396742-8		City/Municipality Province 6315
14. TIN NO.	493-001-950-000	19. TELEPHONE NO.	NONE
15. AGENCY EMPLOYEE NO.	V01073	20. MOBILE NO.	+639693083990
		21. E-MAIL ADDRESS (if any)	donna.cuyno@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	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CUYNO			
FIRST NAME	ROMULO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	AUDITOR			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAJA			
FIRST NAME	ROMANA			
MIDDLE NAME	GUNAYAN		(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	SINANDIGAN ELEMENTARY SCHOOL	ELEMENTARY	2002	2008	N/A	2008	VALEDICTORIAN
SECONDARY	UNION NATIONAL HIGH SCHOOL	HIGH SCHOOL	2008	2012	N/A	2012	2ND HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN STATISTICS	2012	2016	N/A	2016	CUM LAUDE
GRADUATE STUDIES	HASSELT UNIVERSITY	MASTER OF STATISTICS AND DATA SCIENCE	2020	2023	N/A	2023	VLIR-UOS

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	July 14, 2023

[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	July 14, 2023
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION		MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
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31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	(Write in full)
	R and Python Programming		N/A		VSU FACULTY ASSOCIATION
	LaTeX				VSU ALUMNI ASSOCIATION
	ProteoWizard				
	Supercomputing (high-performance computing)				
	Expertise in Statistical Bioinformatics				

SIGNATURE		DATE	July 14, 2023 CS FORM 212 (Revised 2017), P.
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July 14, 2023

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: FINISHED CONTRACT

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.
Prof. Dirk Valkenburg	Universiteit Hasselt	dirk.valkenborg@uhasselt.be
Prof. Olivier Thas	Universiteit Hasselt	olivier.thas@uhasselt.be
Dr. Norberto E. Milla, Jr.	Visayas State University	bertmilla@vsu.edu.ph


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: **Passport**

ID/License/Passport No.: **P4214267B**

Date/Place of Issuance: **12/13/2019**


Signature (Sign inside the box)
July 14, 2023
Date Accomplished

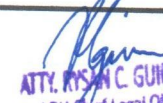


Donna C. Cuyano



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 18 SEP 2023, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RISA 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: July 2, 2018 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Statistics
- Immediate Supervisor: May Ann Palen
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte, Philippines
- Summary of Actual Duties
 - Teaches Statistics courses
 - Analyzes research data
 - Department Secretary
 - Alumni coordinator
 - Senior High School immersion coordinator
 - Performs duties as a member of department-based committees
 - Executes other functions as may be required

- Duration: February 1-28, 2018
- Position: Researcher
- Name of Office/Unit: Nutrition Office
- Immediate Supervisor: Nestor Pestelos
- Name of Agency/Organization and Location: Talibon Municipal Hall, Talibon, Bohol, Philippines
- Summary of Actual Duties
 - Collected data for the 'Compendium of Actions for Nutrition' in Talibon, Bohol as it is one of the 12 top-performing municipalities in the Philippines in terms of Nutrition
 - Processed data collected and made a narrative report


(Signature over Printed Name of Employee/Applicant)

Date: July 19, 2023