

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	CAÑA			
FIRST NAME	RANDY		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	GATCHALIAN			
3. DATE OF BIRTH (mm/dd/yyyy)	4/15/1982	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	MANILA 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 checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:			
7. HEIGHT (m)	5'4	17. RESIDENTIAL ADDRESS	ZONE-4	
8. WEIGHT (kg)	62KL		House/Block/Lot No. Street	
9. BLOOD TYPE	A+		GUADALUPE (UTOD)	
10. GSIS ID NO.	N/A		Subdivision/Village Barangay	
11. PAG-IBIG ID NO.	121273018018		CITY OF BAYBAY LEYTE	
12. PHILHEALTH NO.	13-050045896-9	ZIP CODE	City/Municipality Province	
13. SSS NO.	0625022874	18. PERMANENT ADDRESS	ZONE-4	
14. TIN NO.	940-595-386		House/Block/Lot No. Street	
15. AGENCY EMPLOYEE NO.	V 03203		GUADALUPE (UTOD)	
			Subdivision/Village Barangay	
			CITY OF BAYBAY LEYTE	
		ZIP CODE	City/Municipality Province	
19. TELEPHONE NO.	N/A			
20. MOBILE NO.	09514027140			
21. E-MAIL ADDRESS (if any)	randy.cana@vsu.edu.ph			

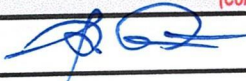
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MORENO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HANCEY ISABEL	NAME EXTENSION (JR., SR)	RANCEY JULIA M. CAÑA	7/20/2005
MIDDLE NAME	AMIHAN		JO-ANN LI M. CAÑA	3/30/2007
OCCUPATION	N/A		PRINCESS VIANNA M. CAÑA	7/14/2010
EMPLOYER/BUSINESS NAME	N/A		FRANCE ISABELA M. CAÑA	9/2/2015
BUSINESS ADDRESS	N/A		JINGLE RHADZ I. CAÑA	9/3/2023
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CAÑA			
FIRST NAME	LOLITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DELA CRUZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	GATCHALIAN			
FIRST NAME	BABY EMILIANA			
MIDDLE NAME	DIAZ		(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	Elementary	1990	1995	N/A	1995	N/A
SECONDARY	Baybay National High School	High School	1995	1999	N/A	1999	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Leyte State University	Bachelor of Animal Science	1999	2001	41 units	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	n/a	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	OCT. 30, 2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	ECT. 80, 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		
	GUADALUPE ELEMENTARY SCHOOL (PTCA)	9/1/2014	4/30/2016		PRESIDENT
	BAYBAY NATIONAL HIGH SCHOOL (PTCA)	7/3/2016	5/29/2017		TREASURER
	GUADALUPE ELEMENTARY SCHOOL (ALUMNI)	9/15/2017	6/25/2022		PRESIDENT
	GUADALUPE ELEMENTARY SCHOOL (ALUMNI)	10/30/2024	PRESENT		VICE-PRESIDENT

[illegible]

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Printing Services	N/A	N/A
Binding Services		
Messengerial Services		
Carpentry		
Driving		
Waiter		

(Continue on)

DATE _____

Oct. 30, 2024

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

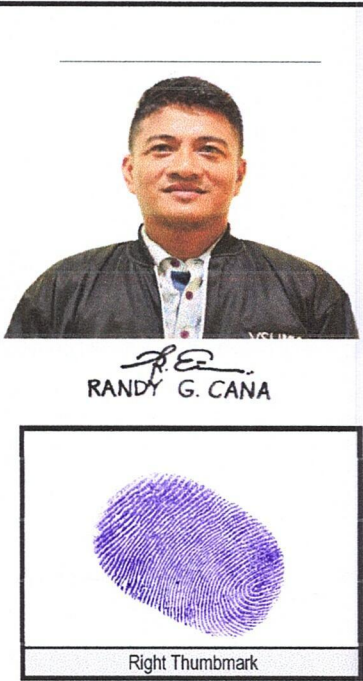
☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
ROTACIO S. GRAVOSO	VSU VISCA BAYBAY CITY, LEYTE	565-0600-1003
CHRISTINA A. GABRILLO	VSU VISCA BAYBAY CITY, LEYTE	565-0600-1070
ULDERICO B. ALVIOLA	VSU VISCA BAYBAY CITY, LEYTE	565-0600-1023

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: PHILHEALTH

ID/License/Passport No.: 13-050045896-9

Date/Place of Issuance: N/A

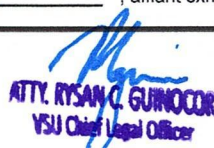


Signature (Sign inside the box)

Oct. 20, 2024

Date Accomplished

SUBSCRIBED AND SWORN to before me this 11 NOV 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN 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 1, 2011- October 31, 2024
- Position: Messenger/Utility Worker
- Name of Office/Unit: VSU Printing Press/UIMC/MMDC
- Immediate Supervisor: Dr. Ulderico B. Alvola
- Name of Agency/Organization and Location:
 - List of Accomplishments and Contributions (if any)
 - Messengerial services for the center (UIMC, Printing Press & MMDC Office)
 - Maintain cleanliness & Beautification of MMDC, Printing Press & VSU Campus.
 - Do routinary minor repairs of MMDC, Printing Press facilities and assist AV Technician fot the maintenance of airconditioning units, equipment, etc.
 - Sorting of printed instructional modules/materials for the (MMDC, Printing Press) to ease production
 - Bookbinding (hardbound & Softbound) in VSU Printing Press
 - Summary of Actual Duties

Provide messengerial services for UIMC, VSU Printing Press, and MMDC; maintain cleanliness, perform minor repairs; assist in equipment maintenance; and organize printed materials to streamline production, as well as manage bookbinding at VSU Printing Press.

Attachment to CS Form No. 212


RANDY G. CAÑA

(Signature over Printed Name
of Employee/Applicant)

Date: OCT. 30, 2024