

# 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	Alcober		
FIRST NAME	Luvilla	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Garcia		
3. DATE OF BIRTH (mm/dd/yyyy)	03/13/1981	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	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" 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	House/Block/Lot No. Street Purok 6 Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	House/Block/Lot No. Street Purok 6 Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	55.00		
9. BLOOD TYPE	AB+		
10. GSIS ID NO.	810313001		
11. PAG-IBIG ID NO.	170000287775	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	130000595293	20. MOBILE NO.	918-382-5264
13. SSS NO.	0623604498	21. E-MAIL ADDRESS (if any)	luvilla.alcober@vsu.edu.ph
14. TIN NO.	933252749		
15. AGENCY EMPLOYEE NO.	V01148		


## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Alcober		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ed Allan	NAME EXTENSION (JR., SR)	Lance Garcia Alcober	12/04/2007
MIDDLE NAME	Llano		Aleiaj Garcia Alcober	10/02/2009
OCCUPATION	Teaching		Adrielle G. Alcober	12/08/2012
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Visca, Baybay City, Leyte			
TELEPHONE NO.	09483696506			
24. FATHER'S SURNAME	Garcia			
FIRST NAME	Nereo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Lotianes			
25. MOTHER'S MAIDEN NAME	Bertomen			
SURNAME	Garcia			
FIRST NAME	Leonida			
MIDDLE NAME	Mines		(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	Tampakan Central Elementary School	Elementary	1989	1994	Graduated	1994	N/A
SECONDARY	Tampakan National High School	High School	1994	1998	Graduated	1998	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	1998	2003	Graduated	2003	N/A
GRADUATE STUDIES	Leyte Normal University	Master in Management	2006	2006	Earned 9 units	2006	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/05/2024
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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
	Career Service Professional	81.48	04/06/2014	Tacloban City, Leyte	01-029373	N/A
	Career Service Sub-Professional	88.73	05/23/2003	Davao City	13-125349	N/A


(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

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

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
	01/01/2023	PRESENT	Administrative Officer II	Visayas State University	27,284.00	11-2	Permanent	Y
	01/01/2023		Administrative Officer II	Visayas State University	27,284.00	11-2	Permanent	Y
	01/01/2023		Administrative Officer II	Visayas State University	27,284.00	11-2	Permanent	Y
	07/01/2022		Administrative Officer II	Visayas State University	25,723.00	11-2	Permanent	Y
	01/01/2022		Administrative Officer II	Visayas State University	25,439.00	11-1	Permanent	Y
	01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
	01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
	01/01/2020		Administrative Officer II	Visayas State University	22,316.00	11-1	Permanent	Y
	07/01/2019		Administrative Officer II	Visayas State University	20,754.00	11-1	Permanent	Y
	01/01/2019	06/30/2019	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	19,394.00	10-2	Permanent	Y
	10/16/2018	12/31/2018	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	18,883.00	-	Permanent	Y
	01/01/2018	10/15/2018	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	18,718.00	10-1	Permanent	Y
	01/01/2017	12/31/2017	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	18,217.00	10-1	Permanent	Y
	01/01/2016	12/31/2016	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	17,730.00	10-1	Permanent	Y
	10/16/2015	12/31/2015	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	17,255.00	-	Permanent	Y
	09/01/2015	10/15/2015	Admin Aide	Agricultural Training Institute – National Telecommunications Commission	90,000.00	-	Job Order	Y
	05/04/2015	08/31/2015	Planning Aide	Agricultural Training Institute – National Telecommunications Commission	165,996.00	-	Job Order	Y
	10/22/2014	05/03/2015	Admin Aide	Agricultural Training Institute – National Telecommunications Commission	72,000.00	-	Job Order	Y
	10/01/2008		Administrative Aide III	Visayas State University	332.14	-	Casual	Y
	07/01/2008	09/30/2008	Administrative Aide III	Visayas State University	332.14	-	Casual	Y
	07/01/2007	06/30/2008	Administrative Aide III	Visayas State University	301.96	-	Casual	Y
	01/01/2005	06/30/2007	Administrative Aide III	Leyte State University	274.50	-	Casual	Y
	07/01/2004	12/31/2004	Administrative Aide III	Leyte State University	274.50	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/05/2024
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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		
	N/A	N/A	N/A	N/A	N/A

(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			
	Supervisory Development Course (SDC) Tracks 2 & 3	10/09/2023	10/13/2023	40	Managerial	Civil Service Commission Regional Office VIII
	2023 Visayas-wide Continuing Professional Education for HR Practitioners	03/06/2023	03/08/2023	16	Supervisory	Civil Service Commission Regional Office VI
	2022 Conversations with Local Leaders in Eastern Visayas	11/28/2022	11/29/2022	16	Managerial	CSC RO VIII
	Training-Workshop on Root Cause Analysis	11/17/2022	11/17/2022	8	Technical	Office of the Director for Quality Assurance, Visayas State University
	Orientation/Re-orientation of Duties and Responsibilities as dDRCs and alternate dDRCs and Cascading of Documented and Records Control Documented Information	09/07/2022	09/07/2022	4	Technical	Office of the Director for Quality Assurance, Visayas State University
	2022 Regional Congress of Human Resource Management Practitioners in Eastern Visayas	08/24/2022	08/26/2022	16	Managerial	CSC RO VIII
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	Visayas State University
	Re-Oriented of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4	Technical	Office of the Director for Human Resource Management, Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	4	Technical	Visayas State University
	DBM Region VIII Customer Satisfaction Survey Online Orientation for Administrative Officers and Liaison Officer	06/17/2021	06/17/2021	4	Technical	Department of Budget and Management-Region 8
	2021 Regional Congress of Human Resource Management Practitioners (HRMPs)	03/10/2021	03/11/2021	12	Managerial	Civil Service Commission - Region 8
	2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)	11/25/2020	11/27/2020	12	Managerial	Civil Service Commission - Region 8
	Webinar on Filipino Values and Culture in the Time of Pandemic	03/24/2020	03/24/2020	4	Technical	National Commission for Culture and Arts & Regional Development Council VIII
	Document Control Custodian skills Enhancement Training Workshop	11/28/2018	11/29/2018	12	Technical	Agricultural Training Institute- Central Office
	Values Restoration Officer Capacity Building IV	10/24/2018	10/26/2018	32	Technical	Council for Restoration of Filipino Values and Civil Service Commission
	Training on Risk Assessment and Action Planning	10/08/2018	10/10/2018	18	Technical	Agricultural Training Institute - Region VIII
	2018 Visayas-Wide Convergence of Human Resource management Practitioners	03/22/2018	03/23/2018	12	Technical	Civil Service Commission


PLEASE SEE ATTACHMENT A

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)





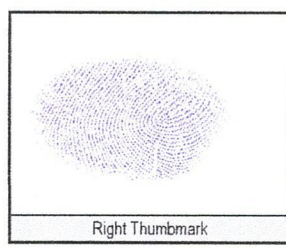
SIGNATURE		DATE	06/05/2024
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## Attachment A.1

[illegible]



<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>Date Filed: _____</p> <p>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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;"><b>Resigned from ATL.</b></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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Lourdes B. Cano</td> <td>Brgy. San Isidro, Baybay City, Leyte</td> <td>09176341502</td> </tr> <tr> <td>Honey Sofia V. Colis</td> <td>ODHRM, Visca, Baybay City, Leyte</td> <td>09176341490</td> </tr> <tr> <td>Vilma M. Patindol</td> <td>Brgy. Gabas, Baybay City, Leyte</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Lourdes B. Cano	Brgy. San Isidro, Baybay City, Leyte	09176341502	Honey Sofia V. Colis	ODHRM, Visca, Baybay City, Leyte	09176341490	Vilma M. Patindol	Brgy. Gabas, Baybay City, Leyte	
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Honey Sofia V. Colis	ODHRM, Visca, Baybay City, Leyte	09176341490											
Vilma M. Patindol	Brgy. Gabas, Baybay City, Leyte												
<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e., Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: <b>DL</b></td> </tr> <tr> <td>ID/License/Passport No.: <b>H1220000228</b></td> </tr> <tr> <td>Date/Place of Issuance: <b>01/08/2020 / Baybay City, Leyte</b></td> </tr> </table>	Government Issued ID (i.e., Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: <b>DL</b>	ID/License/Passport No.: <b>H1220000228</b>	Date/Place of Issuance: <b>01/08/2020 / Baybay City, Leyte</b>	<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;"> <b>06/05/2024</b>            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box)	<b>06/05/2024</b> Date Accomplished						
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 Signature (Sign inside the box)													
<b>06/05/2024</b> Date Accomplished													
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>SUBSCRIBED AND SWORN to before me this <b>11 JUN 2024</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;">   <b>ATTY. RITSAN C. GUINCOOR</b>  <b>VSU Chief Legal Officer</b>            Person Administering Oath         </div> </div> <div style="width: 35%; text-align: center;">             Right Thumbmark         </div> </div>													



## 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: October 16, 2018 - June 30, 2019

Position: Administrative Officer I

Name of Office/Unit: Administrative Services Section

Immediate Supervisor: Mr. Gregorio Nunez/Dr. Vilma M. Patindol/Ms. Hazel Grace T. Taganas

Name of Agency/Organization and Location: Agricultural Training Institute-Regional Training Center VIII, VSU Campus, Visca, Baybay city, Leyte

- List of Accomplishments and Contributions (if any)
  - Ensured compliance to ISO 9001:2015 standard in the HR and Documented Information areas.
  - Drafted the Merit System of ATI-RTC8 as a key output in one of the CPOWLI's workshops conducted by Dr. Lourdes B. Cano and submitted to the ATI Central Office.
  - Designed, planned, and implemented various in-house L&D activities for ATI-RTC8 Staff.
  - Co-implemented the Values Restoration Program of the Council for the Restoration of Filipino Values within RTC8.
- Summary of Actual Duties
  - Satellite Document Control Officer of RTC8: Oversaw the implementation of mandatory and center-specific procedures in compliance with ISO 9001:2015 standard, conducted quarterly meetings with document control custodians to address and resolve records management related issues, and cascaded updates from the Central Office.
  - Human Resource Management Officer: Managed recruitment and selection process as the secretariat, organized and facilitated in-house L&D activities, maintained staff leave cards, ensured timely submission of IPCRs, OPCR, SALN & other related reports, provided support to top management, and perform other related functions.

Duration: July 1, 2019 - Present

Position: Administrative Officer II

Name of Office/Unit: Human Resource Management Office (HRMO)

Immediate Supervisor: Ms. Honey Sofia V. Colis

Name of Agency/Organization and Location: Visayas State University, Visca, Baybay city, Leyte

- Summary of Actual Duties
  - Database In-charge: Maintained and managed the plantilla database for personnel across the VSU system, submitted updated Personnel Services Information and Payroll Optimization Plan (PSIPOP) to the Department of Budget and Management (DBM) on a monthly basis, submitted the Agency Remittance Advice (ARA) for VSU personnel's movements through GSIS WebMSP monthly, maintained and submitted the Inventory of the Government Human Resource (IGHR) reports to the Civil Service Commission (CSC) semi-annually, prepared and



submitted various budgetary requirements related to personnel to the Financial Management Office (FMO) of VSU, provided data in response to DPO-approved requests, submitted various statutory reports to relevant regulatory bodies, and provided administrative support to the HRMO Director.

- Deputy Document Records Controller: Ensure compliance with ISO 9001:2015 standards for records management of the office, conduct meetings with alternate document control officers to address and resolve issues related to records management, attend meetings of the Alternate/Deputy Document Records Controllers, assist in the preparation and completion of planning documents, assist the office in addressing and resolving audit findings, and submit mandatory reports.
- Head of LDHRAO: Ensure the effective delivery of office mandates and accomplishment of targets, implement the approved annual L&D activity plan, supervise LDHRAO staff, provide support to the HRMO Director, and perform other related functions to support the overall HR and administrative functions of the office.

  
**LUVILLA G. ALCOBER**

(Signature over Printed Name of Employee/Applicant)

Date: August 5, 2024