

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	GACUTAN		
FIRST NAME	NILDA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DATIG	N.A.	
3. DATE OF BIRTH (mm/dd/yyyy)	4/24/1959	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	CABADBARAN, AGUSAN DEL NORTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		P/s. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	1241 ZONE 5
7. HEIGHT (m)	1.50	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	63		GUADALUPE
9. BLOOD TYPE	0+		Subdivision/Village Barangay
10. GSIS ID NO.	006-0017-6929-2		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	1700-0024-9774		City/Municipality Province
12. PHILHEALTH NO.	13-000015292-B	6521	
13. SSS NO.	N/A	18. PERMANENT ADDRESS	1241 ZONE 5
14. TIN NO.	104-768-023	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00224		GUADALUPE
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
		6521	
		19. TELEPHONE NO.	63 053 563 1892
		20. MOBILE NO.	63 9067096813
		21. E-MAIL ADDRESS (if any)	manuel.gacutan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GACUTAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR) SR	NEIL CHRISTIAN D. GACUTAN	6/17/1985
MIDDLE NAME	JOSE		MANUEL D. GACUTAN, JR	6/17/1986
OCCUPATION	RETIRED PHILIPPINE ARMY		NELIE D. GACUTAN	9/10/1992
EMPLOYER/BUSINESS NAME	ARMED FORCES OF THE PHILIPPINES			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	DATIG			
FIRST NAME	AMARINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DELALAMON			
25. MOTHER'S MAIDEN NAME				
SURNAME	RABUYA			
FIRST NAME	CHITA			
MIDDLE NAME	GAPOL			

(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	SOUTH CAPE ELEMENTARY SCHOOL	ELEMENTARY DIPLOMA	6/1/1966	3/1/1972	N/A	1972	N/A
SECONDARY	MINDANAO INSTITUTE	SECONDARY DIPLOMA	6/1/1972	3/1/1976	N/A	1976	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	COLLEGIO DE SAN JOSE-RECOLETOS	BS COMMERCE- ACCOUNTING	6/1/1976	3/1/1980	N/A	1980	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	April 20, 2017
-----------	--	------	----------------

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 SUBPROFESSIONAL	82.0	4/27/1997	TACLOBAN CITY	N.A.	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 "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
1/1/2017	Present	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	16586.00	08-6	PERMANENT	YES
1/01/2016	12/31/2016	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	16133.00	08-6	PERMANENT	YES
7/28/2014	12/31/2015	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	15, 693.00	08-6	PERMANENT	YES
6/1/2012	7/27/2014	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	15, 538.00	08-5	PERMANENT	YES
7/28/2011	5/31/2012	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	14, 561.00	08-5	PERMANENT	YES
6/1/2011	7/27/2011	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	14, 375.00	08-4	PERMANENT	YES
6/24/2010	5/31/2011	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	13, 366.00	08-4	PERMANENT	YES
7/1/2009	6/23/2010	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	12, 357.00	08-4	PERMANENT	YES
7/28/2008	6/30/2009	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	11, 348.00	08-4	PERMANENT	YES
7/1/2008	7/27/2008	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	11, 070.00	08-3	PERMANENT	YES
7/1/2007	6/30/2008	ADMINISTRATIVE ASSISTANT II	LEYTE STATE UNIVERSITY	10, 064.00	08-3	PERMANENT	YES
7/28/2005	6/30/2007	ADMINISTRATIVE ASSISTANT II	LEYTE STATE UNIVERSITY	9, 149.00	08-3	PERMANENT	YES
12/1/2004	7/27/2005	ADMINISTRATIVE ASSISTANT II	LEYTE STATE UNIVERSITY	8, 926.00	08-2	PERMANENT	YES
7/28/2002	11/30/2004	ACCOUNTING CLERK III	LEYTE STATE UNIVERSITY	8, 926.00	08-2	PERMANENT	YES
7/1/2001	7/27/2002	ACCOUNTING CLERK III	VISAYAS STATE COLLEGE OF AGRICULTURE	8, 709.00	08-1	PERMANENT	YES
1/1/2000	6/30/2001	ACCOUNTING CLERK III	VISAYAS STATE COLLEGE OF AGRICULTURE	8, 294.00	08-1	PERMANENT	YES
7/28/1999	12/31/1999	ACCOUNTING CLERK III	VISAYAS STATE COLLEGE OF AGRICULTURE	7, 540.00		PERMANENT	YES
3/4/1999	7/27/1999	ACCOUNTING CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	5, 646.00		PERMANENT	YES
12/1/1997	3/3/1999	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	5, 228.00		PERMANENT	YES
7/1/1997	11/30/1997	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	237.67 D		CASUAL	YES
1/1/1997	6/30/1997	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	237.64 D		CASUAL	YES
1/1/1996	12/31/1996	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	225.27 D		CASUAL	YES
1/1/1995	12/31/1995	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	179.82 D		CASUAL	YES
1/1/1994	12/31/1994	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	134.36 D		CASUAL	YES
1/1/1992	12/31/1993	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00 D		CASUAL	YES
7/1/1989	12/31/1991	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00 D		CASUAL	YES
12/14/1987	6/30/1989	CLERK	VISAYAS STATE COLLEGE OF AGRICULTURE	38.15 D		CASUAL	YES
3/1/1987	12/13/1987	CLERK	VISAYAS STATE COLLEGE OF AGRICULTURE	28.15 D		CASUAL	YES
7/1/1986	2/28/1987	CLERK	VISAYAS STATE COLLEGE OF AGRICULTURE	24.50 D		CASUAL	YES
1/1/1985	6/30/1986	CLERK	VISAYAS STATE COLLEGE OF AGRICULTURE	22.25 D		CASUAL	YES
5/1/1984	12/31/1984	CLERK	VISAYAS STATE COLLEGE OF AGRICULTURE	20.25 D		CASUAL	YES
3/1/1981	4/30/1984	CLERK	VISAYAS STATE COLLEGE OF AGRICULTURE	18.40 D		CASUAL	YES
7/16/1980	2/28/1981	CLERK	VISAYAS STATE COLLEGE OF AGRICULTURE	16.00 D		CASUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE	<i>mdgarutan</i>	DATE	<i>April 20, 2017</i>
-----------	------------------	------	-----------------------

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION.

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	ADMINISTRATIVE PERSONNEL ASSOCIATION				MEMBER
	VISCA COOPERATIVE				MEMBER

(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)

[illegible]


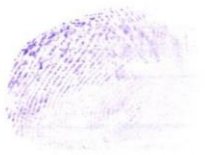
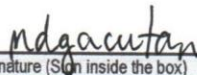
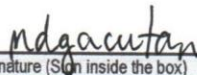
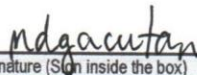
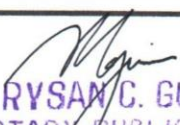
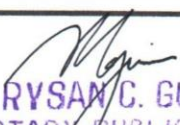
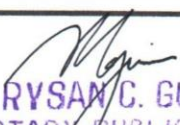
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
WALKING		
COOKING	N.A.	N.A.
WATCHING TV		

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE	ndgacutan	DATE	April 20, 2017

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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>ERLINDA S. ESGUERRA</td><td>VISAYAS STATE UNIVERSITY BAYBAY CITY</td><td>09176341538</td></tr><tr><td>ANITA G. GODOY</td><td>VISAYAS STATE UNIVERSITY BAYBAY CITY</td><td></td></tr><tr><td>CORAZON NUEVO</td><td>VISAYAS STATE UNIVERSITY BAYBAY CITY</td><td>09173108067</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	ERLINDA S. ESGUERRA	VISAYAS STATE UNIVERSITY BAYBAY CITY	09176341538	ANITA G. GODOY	VISAYAS STATE UNIVERSITY BAYBAY CITY		CORAZON NUEVO	VISAYAS STATE UNIVERSITY BAYBAY CITY	09173108067
NAME	ADDRESS	TEL. NO.												
ERLINDA S. ESGUERRA	VISAYAS STATE UNIVERSITY BAYBAY CITY	09176341538												
ANITA G. GODOY	VISAYAS STATE UNIVERSITY BAYBAY CITY													
CORAZON NUEVO	VISAYAS STATE UNIVERSITY BAYBAY CITY	09173108067												
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.		<div> PHOTO</div> <div> Right Thumbmark</div>												
<table><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: Company ID</td></tr><tr><td>ID/License/Passport No.: V00224</td></tr><tr><td>Date/Place of Issuance: 1/2/2010-VSU-VISCA, Baybay, Leyte</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: Company ID	ID/License/Passport No.: V00224	Date/Place of Issuance: 1/2/2010-VSU-VISCA, Baybay, Leyte	<table><tr><td> Signature (Sign inside the box)</td></tr><tr><td>April 20, 2017</td></tr><tr><td>Date Accomplished</td></tr></table>	 Signature (Sign inside the box)	April 20, 2017	Date Accomplished					
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance														
Government Issued ID: Company ID														
ID/License/Passport No.: V00224														
Date/Place of Issuance: 1/2/2010-VSU-VISCA, Baybay, Leyte														
 Signature (Sign inside the box)														
April 20, 2017														
Date Accomplished														
SUBSCRIBED AND SWORN to before me this APR 20 2017 , affiant exhibiting his/her validly issued government ID as indicated above.														
<table><tr><td> ATTY. RYSAN C. GUINOCOR NOTARY PUBLIC UNTIL DECEMBER 31, 2017 PTR 8195869 - BAYBAY, LEYTE - 12/17 IDP 4030324 - TAGLORAN CITY - 12/19/16 MCLE COMP. NO. V-0002582-07/20/15 ROLL OF ATTORNEYS NO. 57467</td></tr></table>			 ATTY. RYSAN C. GUINOCOR NOTARY PUBLIC UNTIL DECEMBER 31, 2017 PTR 8195869 - BAYBAY, LEYTE - 12/17 IDP 4030324 - TAGLORAN CITY - 12/19/16 MCLE COMP. NO. V-0002582-07/20/15 ROLL OF ATTORNEYS NO. 57467											
 ATTY. RYSAN C. GUINOCOR NOTARY PUBLIC UNTIL DECEMBER 31, 2017 PTR 8195869 - BAYBAY, LEYTE - 12/17 IDP 4030324 - TAGLORAN CITY - 12/19/16 MCLE COMP. NO. V-0002582-07/20/15 ROLL OF ATTORNEYS NO. 57467														