

# 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                    | LIONG   |   |  |
| FIRST NAME                    | LIONEL  | NAME EXTENSION (JR., SR)                                    | N/A  |
| MIDDLE NAME                   | HOYLA   |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 04/22/1982  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | BAYBAY CITY, LEYTE  | If holder of dual citizenship, please indicate the details. | Philippines  |
| 5. SEX                        | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female  |   |  |
| 6. CIVIL STATUS               | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | House/Block/Lot No. Street<br>SITIO LAPAWON STO. ROSARIO<br>Subdivision/Village Barangay<br>BAYBAY LEYTE<br>City/Municipality Province   |
| 7. HEIGHT (m)                 | 1.66  | ZIP CODE  |  |
| 8. WEIGHT (kg)                | 67  |   |  |
| 9. BLOOD TYPE                 | B+  | 18. PERMANENT ADDRESS                                       | House/Block/Lot No. Street<br>SITIO LAPAWON STO. ROSARIO<br>Subdivision/Village Barangay<br>BAYBAY LEYTE<br>City/Municipality Province   |
| 10. GSIS ID NO.               | n/a   | ZIP CODE  | 6521   |
| 11. PAG-IBIG ID NO.           | 121208787300  |   |  |
| 12. PHILHEALTH NO.            | 13-050144519-4  |   |  |
| 13. SSS NO.                   | n/a   | 19. TELEPHONE NO.   | n/a  |
| 14. TIN NO.                   | 461-237-968   | 20. MOBILE NO.  | 09068235439  |
| 15. AGENCY EMPLOYEE NO.       | n/a   | 21. E-MAIL ADDRESS (if any)                                 | liong.lionel@vsu.edu.ph  |

## II. FAMILY BACKGROUND


|                          |           |   |                            |
|--------------------------|-----------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | Villacura | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | Christal  | NAME EXTENSION (JR., SR)                            |                            |
| MIDDLE NAME              | Alcasoda  |   |                            |
| OCCUPATION               | n/a       | CHARLIEL JOHN V. LIONG                              | 04/05/2012                 |
| EMPLOYER/BUSINESS NAME   | n/a       | CHARL LIONARD V. LIONG                              | 07/11/2022                 |
| BUSINESS ADDRESS         | n/a       |   |                            |
| TELEPHONE NO.            | n/a       |   |                            |
| 24. FATHER'S SURNAME     | LIONG     |   |                            |
| FIRST NAME               | LUCIANO   | NAME EXTENSION (JR., SR)                            |                            |
| MIDDLE NAME              | GUCELA    |   |                            |
| 25. MOTHER'S MAIDEN NAME |           |   |                            |
| SURNAME                  | HOYLA     |   |                            |
| FIRST NAME               | BELINA    |   |                            |
| MIDDLE NAME              | BALAD     |   |                            |

(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                | BAYBAY SOUTH CENTRAL SCHOOL                                 | ELEMENTARY                                    | 1992                 | 1995      | N/A  | 1995           | N/A                                   |
| SECONDARY                 | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION             | HIGH SCHOOL                                   | 1995                 | 1999      | N/A  | 1999           | N/A                                   |
| VOCATIONAL / TRADE COURSE | ORMOC INTERNATIONAL Ormoc International Polytechnic Academy | Health Care Service NCII                      | Feb. 2010            | July 2010 | N/A  | 2010           | N/A                                   |
| COLLEGE                   | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION             | ASSOCIATE IN COMPUTER TECHNOLOGY              | 1999                 | 2012      | N/A  | UNDERGRAD      | N/A                                   |
| GRADUATE STUDIES          | N/A   | N/A   | N/A                  | N/A       | N/A  | N/A            | N/A                                   |

(Continue on separate sheet if necessary)

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| SIGNATURE |  | DATE |  |
|-----------|---|------|--|



[illegible]

## V. WORK EXPERIENCE

[illegible]

DATE \_\_\_\_\_



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

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |    | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|----|-----------------|---------------------------|
|     |   | From                            | To |                 |                           |
|     | n/a   |                                 |    |                 |                           |
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(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<br>(Write in full)   | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full) |
|-----|--|--|------------|-----------------|---|--|
|     |  | From   | To         |                 |   |  |
|     | Basic Life Support with CPR 2020 Guidelines with AED, Foreign Body Airway Obstruction and Bag Valve Mask Applications, Occupational First Aide Training      | 3/12/2024  | 3/14/2024  | 32 HRS          | Technical   | VSU  |
|     | HRIS Software Onboarding   | 12/6/2023  | 12/6/2023  | 8 HRS           | Technical   | VSU  |
|     | Unlocking Excellence: The 5S Revolution for Clerks and Heads of Visayas State University   | 11/29/2023                                       | 11/29/2023 | 8 HRS           | Technical   | VSU  |
|     | ISO 9001:2015 Awareness/ Re-awareness Virtual Seminar  | 8/29/2023  | 8/29/2023  | 8 HRS           | Technical   | VSU  |
|     | ISO 9001:2015 Awareness/ Re-awareness Virtual Seminar  | 2/15/2023  | 2/15/2023  | 8 HRS           | Technical   | VSU  |
|     | Orientaion/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Record Control Procedure Manuals and Guidelines | 9/7/2022   | 9/7/2022   | 8 HRS           | Technical   | VSU  |
|     | Virtual Data Privacy Act of 2012 Awareness Seminar   | 4/7/2022   | 4/7/2022   | 8 HRS           | Technical   | VSU  |
|     | Workshop on Revisiting the Strategic Plan of ODAS & GSO  | 3/16/2022  | 3/17/2022  | 16 hrs          | Technical   | VSU  |
|     | Orientation/ Workshop for JO Clerks & Lab Tec.   | 1/15/2018  | 1/15/2018  | 8 HRS           | Technical   | VSU  |
|     | Orientation of Policies Among Clerks/ Secretaries  | 8/15/2017  | 8/15/2017  | 8 HRS           | Technical   | VSU  |
|     |  |  |            |                 |   |  |
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|--|-----|---|
|     | Computer skills            |     | n/a  |     | n/a   |
|     | Typing                     |     |  |     |   |
|     |                            |     |  |     |   |
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(Continue on separate sheet if necessary)

| SIGNATURE   | DATE |
|---|------|
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|--|--|
| 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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____  |
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br>Date Filed: _____<br>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<br>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<br>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)?<br>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<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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<br>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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____ |

| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) |                               |            |
|--|-------------------------------|------------|
| NAME   | ADDRESS                       | TEL. NO.   |
| HONEY SOFIA V. COLIS   | VSU, VISCA Baybay City, Leyte | 563-7323   |
| JENNIFER E. ANDO   | VSU, ViSCA Baybay City, Leyte | 1060 IP    |
| MA. FE L. GAYANILO   | VSU, VISCA Baybay City, Leyte | 9778313300 |

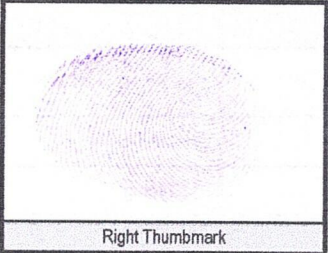
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



PHOTO

|  |
|--|
| Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.)<br><b>PLEASE INDICATE ID Number and Date of Issuance</b> |
| Government Issued ID: <b>TIN NO.</b>   |
| ID/License/Passport No.: <b>461-237-968</b>  |
| Date/Place of Issuance: <b>Ormoc City</b>  |

|                                 |
|---------------------------------|
|                                 |
| Signature (Sign inside the box) |
| Date Accomplished               |



Right Thumbmark

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

|                           |
|---------------------------|
|                           |
| 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: December 18, 2023 – present
- Position: Administrative Aide III
- Name of Office/Unit: Recruitment, Selection, Placement & Personnel Records Office
- Immediate Supervisor: Ms. Jennifer E. Ando
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for inputting data and making changes to existing data figures in HRIS-Plantilla.
  - Assist update the PSIPOP per approved plantilla appointment & issued NOSA/NOSI on all campuses,
  - Assist update and consolidation of HR info in the CSC IGHRIS
  - Email publication of job vacancy to the Civil Service Commission (CSC).
  - Assist in the checking of completeness and accuracy of documentary requirements for appointments
  - Assist in the comparative assessment in selection of job applicants.
  - Print and Ringbind monthly PSIPOP

- Duration: February 2019 – December 17, 2023
- Position: Data Entry Machine Operator I
- Name of Office/Unit: Office of the Director for Administration & Human Resource Development
- Immediate Supervisor: Ms. Honey Sofia V. Colis
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

Prepare, organize, and encode human resource data for migration to the database. Gather MIS data from VSU departments, units, and offices. Gather relevant data for PRIME -HRM Level III assessment. Perform messengerial services in the absence of the person assigned. Performs other functions as assigned by the superiors.

- Summary of Actual Duties

Prepare, organize, and encode human resource data for migration to the database. Gather data and encode PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP) in the system. BOR resolution in Google Drives. Scanned and photocopy publication/job posting and publish the vacant position in HRIS website and bulletin board. Performs other functions as assigned by the superiors.

- Duration: February 2017 – January 2019
- Position: Clerk
- Name of Office/Unit: Office of the Director for Administration & Human Resource Development
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

To gather and compile documents needed for the Level III assessment under Prime HRM. Assist in encoding of data of faculty & staff in the e-GMIS and provide/encode data needed in the design of the integrated HR Information system.

- Summary of Actual Duties

To gather and compile documents needed for the Level III assessment under Prime HRM. Maintain the filing systems of the office specially the Learning and Development documents. Assist in the facilitation of in-house training. Performs other functions as assigned by the superiors and other office staff. Perform messengerial services in the absence of the person in charge and perform other functions as assigned by the superiors.

  
\_\_\_\_\_  
**LIONEL H. LIONG**

(Signature over Printed Name  
of Employee/Applicant)

Date: 6/19/24