

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	ESCALA		
FIRST NAME	LEOPOLDO	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	SIMPRON		
3. DATE OF BIRTH (mm/dd/yyyy)	3/28/1982	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	BAYBAY LEYTE	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:	17. RESIDENTIAL ADDRESS	APT. 34, VISAYAS STATE UNIVERSITY House/Block/Lot No. Street Subdivision/Village JAENA BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.68	ZIP CODE	6521-A
8. WEIGHT (kg)	80		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village JAENA BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	NA	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	121203239011		
12. PHILHEALTH NO.	130001049640		
13. SSS NO.	N/A	19. TELEPHONE NO.	
14. TIN NO.	943-262-586	20. MOBILE NO.	09776024861
15. AGENCY EMPLOYEE NO.	VISCA/LSU/VSU	21. E-MAIL ADDRESS (if any)	poldze@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ESCALA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JESAMINE	NAME EXTENSION (JR., SR)	JASON PAUL M. ESCALA	4/4/2007
MIDDLE NAME	MORALES		PAUL STEPHEN M. ESCALA	9/20/2017
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ESCALA			
FIRST NAME	LEOPOLDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MARTUS			
25. MOTHER'S MAIDEN NAME				
SURNAME	SIMPRON			
FIRST NAME	NATIVIDAD			
MIDDLE NAME	LATORRE			

(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	JAENA ELEMENTARY SCHOOL	ELEMENTARY	1988	1994	na	1994	Salutatorian
SECONDARY	BAYBAY NAT'L HIGH SCHOOL (BNHS)	HIGH SCHOOL	1994	1998	na	1998	
VOCATIONAL / TRADE COURSE			na	na	na	na	
COLLEGE	VISCA/LSU/VSU	BS AGRICULTURE 4	1998	2003	170 UNITS		
GRADUATE STUDIES							
GRADUATE STUDIES							
SIGNATURE			DATE		April 18, 2018		



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

**SIGNATURE**

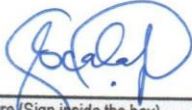

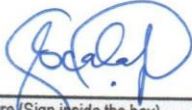
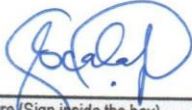

DATE \_\_\_\_\_

April 18, 2018







<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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Tan, Daniel Leslie, Suede</td><td>PHILROOTCROPS, VSU, Baybay, Leyte</td><td>563-7229</td></tr><tr><td>Pomida, Argina M.</td><td>IGPO &amp; DBM, VSU, Baybay, Leyte</td><td>563-7764</td></tr><tr><td>Abamo, Antonio P</td><td>CME, VSU, Baybay, Leyte</td><td>563-7280</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Tan, Daniel Leslie, Suede	PHILROOTCROPS, VSU, Baybay, Leyte	563-7229	Pomida, Argina M.	IGPO & DBM, VSU, Baybay, Leyte	563-7764	Abamo, Antonio P	CME, VSU, Baybay, Leyte	563-7280		
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<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 colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Driver's License</td></tr><tr><td>ID/License/Passport No.:</td><td>H12-16-002452</td></tr><tr><td>Date/Place of Issuance:</td><td>Oct. 18, 2016/Baybay City, 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:	Driver's License	ID/License/Passport No.:	H12-16-002452	Date/Place of Issuance:	Oct. 18, 2016/Baybay City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">April 18, 2018</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table> <div style="text-align: center;"> Right Thumbmark</div>		Signature (Sign inside the box)	April 18, 2018	Date Accomplished
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April 18, 2018															
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<p>SUBSCRIBED AND SWORN to before me this <u>APR 20 2018</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"><p style="text-align: center;"> <b>ATTY. RYSAN C. GUINOCOR</b> VSU LEGAL OFFICER</p></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:** April 16 2018 - present
- **Position:** Administrative Aide III
- **Name of Office/Unit:** Supply Procurement and Property Management Office
- **Immediate Supervisor:** Alice M. Flores.
- **Name of Agency/Organization and Location:** Visayas State University, Visca, Baybay City, Leyte

- **List of Accomplishments and Contributions (if any)**

- Renews/updates Acknowledgement Receipt of Equipment and cancelled unserviceable equipment in the individual folder.
- Files copies of ARE/ICS to individual folder issued to staff/end-user.
- Prepares/updates individual folders of retirees and VSU staff/end-user.
- To assist the Inventory team in the conduct of the Physical Inventory of all buildings (including motor vehicles), property, equipment.
- Delivers ARE/ICS to end-users in the different departments.
- Facilitates the Inspection of Supplies, materials and equipment.
- Encode and update newly acquired ARE/ICS for individual filing and sequencing.
- Prepares Inspection and Acceptance Report and Stock Position Sheet.

- **Summary of Actual Duties**

- Responsible in performing administrative and technical tasks e.g. Secretariat work; Records, Updates, renews ARE/ICS; Preparation of policies/issuances/correspondence; Information and records management; Preparation of government standard forms; attendance to meetings/seminars/trainings/workshops & conferences and; responds to queries and performs other related functions.

- **Duration:** October 2, 2017 – April 15, 2018
- **Position:** Administrative Aide III
- **Name of Office/Unit:** Income Generating Project Office
- **Immediate Supervisor:** Argina M. Pomida
- **Name of Agency/Organization and Location:** Visayas State University, Visca, Baybay City, Leyte

- **List of Accomplishments and Contributions (if any)**

- Issue Official Receipt to IGP Dorm and VSU Spring Water Clientele.
- Prepares Monthly Reports of IGP Dorm and Spring Water.
- Prepares & types job requests, replenishments, payrolls, purchase requests, CSR & application for leave.
- Files and retrieves communications, memos, and other official records.
- Receives and Records monthly reports of different IGP projects.
- Conducts of evaluation of DPBG and ITEEM faculty
- Attendance to meetings/seminars/trainings/workshops and conferences.

- **Summary of Actual Duties**

- Responsible in performing administrative and technical tasks e.g., Secretariat work; Cashers work, Preparation of policies/issuances/correspondence; Information and records management; Preparation of government standard forms; Involvement in teaching support services; attendance to meetings/seminars/trainings/workshops & conferences and; responds to queries and performs other related functions.

- **Duration:** April 1, 2014 – September 30, 2017
- **Position:** Office Clerk
- **Name of Office/Unit:** College of Management and Economics
- **Immediate Supervisor:** Antonio P. Abamo
- **Name of Agency/Organization and Location:** Visayas State University, Visca, Baybay City, Leyte

- **List of Accomplishments and Contributions (if any)**

Prepares & types job requests, travel vouchers, payrolls, purchase requests, CSR & application for leave.  
Files and retrieves communications, memos, and other official records.  
Releases of Statement of Accounts and Forms (Overloading, Shifting, etc.) to students  
Checks document  
Sorts, collates and staples exams, syllabi, handouts, course outlines, teaching guides and other materials.  
Conducts of evaluation of DPBG and ITEEM faculty  
Attendance to meetings/seminars/trainings/workshops and conferences.

- **Summary of Actual Duties**

- Responsible in performing administrative and technical tasks e.g., Secretariat and clerical work; Preparation of policies/issuances/correspondence; Information and records management; Preparation of government standard forms; Involvement in teaching support services; attendance to meetings/seminars/trainings/workshops & conferences and; responds to queries and performs other related functions.

Attachment to CS Form No. 212



**LEOPOLDO S. ESCALA JR.**

(Signature over Printed Name  
of Employee/Applicant)

Date: April 16, 2018