

# 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	PEÑALOSA			
FIRST NAME	BERT	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CUTOB			
3. DATE OF BIRTH (mm/dd/yyyy)	1/30/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship,		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Philippines		
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	ZONE 1 House/Block/Lot No. _____ Street _____ BRGY. CARIDAD Subdivision/Village _____ Barangay _____ BAYBAY CITY, LEYTE City/Municipality _____ Province _____ ZIP CODE 6521	
7. HEIGHT (m)	5'5	18. PERMANENT ADDRESS	ZONE 1 House/Block/Lot No. _____ Street _____ BRGY. CARIDAD Subdivision/Village _____ Barangay _____ BAYBAY CITY, LEYTE City/Municipality _____ Province _____ ZIP CODE 6521	
8. WEIGHT (kg)	69		19. TELEPHONE NO.	N/A
9. BLOOD TYPE	"O"		20. MOBILE NO.	0926-6481-984
10. GSIS ID NO.	2005157518		21. E-MAIL ADDRESS (if any)	bertpenalosa.2013@yahoo.com
11. PAG-IBIG ID NO.	1211-1753-9089			
12. PHILHEALTH NO.	13-050056883-7			
13. SSS NO.	06-2540054-8			
14. TIN NO.	451-257-061			
15. AGENCY EMPLOYEE NO.	N/A			

## II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	PEÑALOSA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARIEVIC	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	FLORES		N/A	
OCCUPATION	INSTRUCTOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	PANGASUGAN, VISCA. BAYBAY CITY, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	PEÑALOSA			
FIRST NAME	BENITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MONTALBAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	CUTOB			
FIRST NAME	PACITA			
MIDDLE NAME	NABUTAS			

(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	CARIDAD ELEM. SCHOOL	ELEMENTARY	June 1991	Mar 1997	GRADUATED	1997	WITH HONORS
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	HIGH SCHOOL	June 1997	Mar 2003	GRADUATED	2003	
VOCATIONAL / TRADE COURSE	TESDA	BUILDING WIRING INSTALLATION (BWI)	Jul 2003	Nov 2003	GRADUATED	2003	
	SAINT MICHAEL COLLEGE	CERTIFICATE IN PROSSIONAL EDUCATION	June 2018	Oct 2018	GRADUATED	2018	
COLLEGE	WESTERN LEYTE COLLEGE	BS. BUSINESS ADMINISTRATION	June 2009	Mar 2013	GRADUATED	2013	ACADEMIC SCHOLARSHIP/PORT SCHOLAR
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY ( MAIN CAMPUS )	MASTER IN PUBLIC ADMINISTRATION	June 2015	Nov 2016	GRADUATED	2016	

(Continue on separate sheet if necessary)

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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
	INSURANCE ADVISER		7/25/2017	ORMOC CITY, LEYTE	344400	8/25/2018

(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)

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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		

(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)

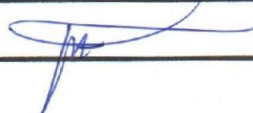
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc.)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Resource Speaker on Alternative Livelihood Seminar with the Entrepreneurial Theme" Improving Productivity"	Mar 7, 2020	Mar 7, 2020	3 hrs	Technical	VSU- CWTS
	Participant on Regional Business Summit	Nov. 28, 2019	Nov. 29, 2019	16 hrs	Technical	PCDEB
	Participant on Regional Forum on Economic and Financial Literacy	Nov. 12, 2019	Nov. 12, 2019	8 hrs	Technical	NEDA-8
	Training and Seminar on Socio-Economic Research in Agriculture, Aquatic and Natural Resources	Oct. 4, 2019	Oct. 4, 2019	8 hrs	Technical	PCAARD-SERDACC
	Workshop Facilitator on Financial Management Seminar	Sept 17, 2019	Sept 18, 2019	8 hrs	Technical	VSU-ISRDS
	Resource Person on Job Seeking Seminar	June 11, 2019	June 11, 2019	2 hrs	Technical	VSU-DBM
	Resource Person on Simple Bookkeeping and Entrepreneurial Ventures through Women's Association seminar	11/21/2018	11/21/2018	8 hrs	Technical	VSU-DFST
	Resource Person on Sustainable Livelihood through Women's Organization seminar	10/31/2018	10/31/2018	8 hrs	Technical	VSU-DFST
	Participant on Socio-Economic Research Methods Using R Studio Training	9/7/2018	9/7/2018	8 hrs	Technical	VSU-VISERDACC
	Gender Sensivity Training	9/4/2018	9/4/2018	8 hrs	Technical	VSU-ISRDS
	Participant on Social Capital as a Determinant of Civic Engagement Forum	July 27, 2018	July 27, 2018	4 hrs	Technical	VSU-ISRDS
	Case Teaching Workshop	June 22, 2017	6/23/2017	16 hrs	Technical	VSU-DBM Dept.
	Marketing Management	Mar 2017	Mar 2017	5 hrs	Technical	VSU-DBM Dept.
	The Concoction of Knowledge Avenue	April 2016	Nov 2016	8 mos	Technical	CTU
	Bronze Seminar Suzuki Philippines	Mar 2016	Mar 2016	48 hrs	Technical	Suzuki Philippines
	Breaking the Paradigm Seminar	Apr 2016	Apr 2016	8 hrs	Technical	CTU
	6 point Walk Around Sales and Marketing Seminar	Mar 2015	Mar 2015	48 hrs	Technical	Suzuki Philippines
	Rural and Urban Development Seminar	May 2016	May 2016	8 hrs	Technical	CTU
	Strategic Human Resource Management Training	Mar 2013	Mar 2013	8 hrs	Technical	WLC
	Recruitment and Selection Seminar	Feb 2013	Feb 2013	8 hrs	Technical	WLC
	Building Wiring Installation Training	July 2005	Nov 2005	6 mos	Technical	TESDA

(Continue on separate sheet if necessary)

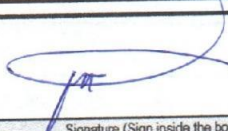

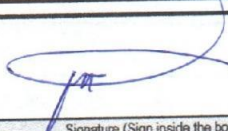

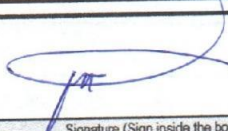

## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Sales and Field Marketing		Top Sales Executive 2015-2016		
	Chess enthusiast		The Great Gatsby as the Guest Speaker ( WLC Org. Activities )		
			JHRM Society as Organization President		
			College Supreme Student Council Senator		
			Chess Varsity		

(Continue on separate sheet if necessary)

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<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 style="text-align: right;">Resigned for greener pasture</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. EDGARDO E. TULIN</td> <td>VSU</td> <td></td> </tr> <tr> <td>DR. JOHN HENRY CABALLERO</td> <td>CTU</td> <td></td> </tr> <tr> <td>DR. HENRY NICOLAS FAJARDO</td> <td>CTU</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. EDGARDO E. TULIN	VSU		DR. JOHN HENRY CABALLERO	CTU		DR. HENRY NICOLAS FAJARDO	CTU	
NAME	ADDRESS	TEL. NO.											
DR. EDGARDO E. TULIN	VSU												
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DR. HENRY NICOLAS FAJARDO	CTU												
<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 cases against me.</p>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: LTO Driver's License</p> <p>ID/License/Passport No.: H0314001308</p> <p>Date/Place of Issuance: Jan 4, 2017. BAYBAY CITY, LEYTE</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">             Signature (Sign inside the box)            07-29-2020            Date Accomplished         </td> <td style="width: 40%; text-align: center;">             Right Thumbmark         </td> </tr> </table>	 Signature (Sign inside the box) 07-29-2020 Date Accomplished	 Right Thumbmark										
 Signature (Sign inside the box) 07-29-2020 Date Accomplished	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this <u>04 AUG 2020</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="margin: 0;">ATTY. RYAN C. GUINOCOR</p> <p style="margin: 0;">VSU LEGAL OFFICER</p> <p style="margin: 0;">Person Administering Oath</p> </div>													