

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	CORTES			
FIRST NAME	ANDY PHIL	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	DUATIN			
3. DATE OF BIRTH (mm/dd/yyyy)	04/07/94	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, please indicate the details.		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	1257 House/Block/Lot No. Street Emiliana cmpd. Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521	
7. HEIGHT (m)	1.65 m	18. PERMANENT ADDRESS	1257 House/Block/Lot No. Street Emiliana cmpd. Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521	
8. WEIGHT (kg)	62 kg		ZIP CODE	6521
9. BLOOD TYPE	O			
10. GSIS ID NO.	2004965993			
11. PAG-IBIG ID NO.	916197459627			
12. PHILHEALTH NO.	1302 - 5315 - 0476			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	484-900-818	20. MOBILE NO.	+63 999 108 4226	
15. AGENCY EMPLOYEE NO.	VSU ID no: V00911	21. E-MAIL ADDRESS (if any)	apdcortes@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CORTES			
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SALVATERA			
25. MOTHER'S MAIDEN NAME	JOJI GRACE Y. DUATIN			
SURNAME	DUATIN			
FIRST NAME	JOJI GRACE			
MIDDLE NAME	YULORES		(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	Alpha Christian School	Elementary Education	2000	2006	N/A	2006	Salutatorian
SECONDARY	Philippine Science High School - Eastern Visayas Campus	Special Science High School Education	2006	2010	N/A	2010	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	Visayas State University - Main	Bachelor of Science in Civil Engineering	2010	2015		2015	Cum Laude
GRADUATE STUDIES	N/A	N/A					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 15, 2021
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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
	Driver's License	N/A	04/08/16	Baybay City, Leyte	H12-13-002494	04/07/19
	Civil Engineering Professional License	90.60%	11/18/15	Cebu City, Cebu	0141612	04/07/21

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	July 15, 2021
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[illegible]

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)

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
3D printing	N/A	Christ Baptist Church, Brgy. Guadalupe, Baybay City, Leyte
Computer-Aided Drafting		VSU Faculty Association

SIGNATURE		DATE	July 15, 2021
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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,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details: _____

☐ YES☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify: _____

☐ YES☒ NO

If YES, please specify ID No: _____


☐ YES☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Mrs. Christie Cyrene T. Tauy	Brgy. Gabas, Baybay, Leyte	09176005103
Ptr. Joshua Jireh Salomon	Brgy. Guadalupe, Baybay, Leyte	09261819930

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.



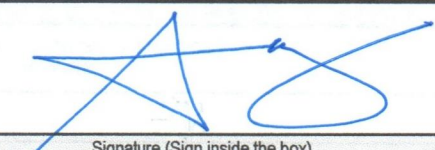
ANDY PHIL D. CORTES

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC

ID/License/Passport No.: 0141612


Date/Place of Issuance: 12/03/2015 / Cebu City



Signature (Sign inside the box)

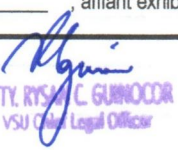
July 15, 2021

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 20 AUG 2021, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYSA C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: January 11, 2016 – Present
- Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto (Head, DCE)
- Name of Agency/Organization and Location: Visayas State University, Baybay City Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
Teaches assigned subjects and performs other teaching related functions.
Performs research and/or extension functions.
Performs administrative functions (if applicable).
Performs other functions such as:
Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.
Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President.


ANDY PHIL D. CORTES

Date: 15 JULY 2021