

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	ISRAEL		
FIRST NAME	JOEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MORALES		
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 22, 1972	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BRGY. HIBUNAWAN, BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. 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	
7. HEIGHT (m)	5'1	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	60.4		Subdivision/Village Barangay
9. BLOOD TYPE	A+		BAYBAY LEYTE
10. GSIS ID NO.	72072201150		City/Municipality Province
11. PAG-IBIG ID NO.	1700-0025-1939	18. PERMANENT ADDRESS	House/Block/Lot No. Street
12. PHILHEALTH NO.	13-000015320-7		Subdivision/Village Barangay
13. SSS NO.	N/A		BAYBAY LEYTE
14. TIN NO.	153-545-376		City/Municipality Province
15. AGENCY EMPLOYEE NO.	V000617	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	+63 919-061-1674 / +63 0916-977-9374
		21. E-MAIL ADDRESS (if any)	joel.israel@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GODOY	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	JEANETTE	NAME EXTENSION (JR., SR)	JHEL JEAN GODOY ISRAEL	May 27, 2001
MIDDLE NAME	MARTE		JOELEH JAN GODOY ISRAEL	July 22, 2003
OCCUPATION	CHILD DEVELOPMENT WORKER		JHON JEO GODOY ISRAEL	November 1, 2009
EMPLOYER/BUSINESS NAME	CITY SOCIAL WELFARE AND DEVELOPMENT (CSWD)			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.	335-2843			
24. FATHER'S SURNAME	ISRAEL			
FIRST NAME	CORNELIO (DECEASED)	SR.		
MIDDLE NAME	DERECHO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MORALES			
FIRST NAME	PAULINA (DECEASED)			
MIDDLE NAME	RABANOS			

(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	HIBUNAWAN ELEMENTARY SCHOOL	ELEMENTARY CERTIFICATE	1979	1985	GRADUATED	1985	N/A
SECONDARY	BAYBAY HIGH SCHOOL	HIGH SCHOOL DIPLOMA	1985	1989	GRADUATED	1989	N/A
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR SECRETARIAL COURSE	1989	1991	GRADUATED	1991	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	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	January 4, 2021
-----------	--	------	-----------------

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 _____

January 4, 2021

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		
	None	None	None	None	None

(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			
	Document Tracking System	11/13/2020	11/13/2020	3.0	Technical	Visayas State University
	Training on Identification of proper and complete items Technical Specification and parameters and orientation of the Purchased Request (PR) Module of the Supply Property Procurement Management Information (SPPMIS)	08/28/2020	08/28/2020	4.0	Technical	Visayas State University
	Seminar Workshop on Records Matrix and NAP Form-1 Completion	12/13/2019	12/13/2019	8.0	Technical	Visayas State University
	Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	11/27/2019	11/27/2019	4.0	Technical	Visayas State University
	ND Trainers' Training of the extension project, Sustainable Control of New Castle disease in Smallholder Chicken Flocks in Baybay City	07/12/2019	07/12/2019	4.0	Technical	College of Veterinary Medicine, Visayas State University, Visca, Baybay City
	ND Trainers' Training of the extension project, Sustainable Control of New Castle disease in Smallholder Chicken Flocks in Baybay City	10/26/2018	10/26/2018	4.0	Technical	College of Veterinary Medicine, Visayas State University, Visca, Baybay City
	PRIME - HRM Orientation	8/13/2018	8/13/2018	8.0	Technical	Visayas State University
	HIV int the Workplace Seminar	12/9/2016	16/9/2016	4.0	Technical	Visayas State University
	Workshop to Revive and Improve Citizens' Charter	9/1/2016	9/1/2016	8.0	Technical	Visayas State University
	Briefing on Staff Involved in the Conduct of Evaluation on Academic Staff by the Students	1/14/2013	1/14/2013	8.0	Technical	Visayas State University
	Re-Orientation Seminar of Frontliner	7/7/2011	7/7/2011	8.0	Technical	Visayas State University
	Seminar on Customer Service and Implementation of the Citizens' Charter	9/9/2009	9/9/2009	4.0	Technical	Visayas State University
	Orientation on Avian Influenza Protection Program (AIPP)	9/12/2008	9/12/2008	6.0	Technical	Department of Agriculture, Regional Field Unit No. 8 (DA-RFU-8)
	Seminar on Health and Productivity Problem Affecting Philippine Aquaculture	4/24/2008	4/24/2008	8.0	Technical	Southeast Asian fisheries Development Center (SEAFDEC) Aquaculture Department & Visayas
	Orientation and Briefing of Faculty Workload Computation and Teacher's Evaluation	6/20/2005	6/20/2005	8.0	Technical	Leyte State University
	Seminar on Swine Production and Management during the 7th Annual Veterinary Medicine Week Celebration	2/15/2005	2/15/2005	4.0	Technical	FIL-AM Foods Inc. & Veterinary Students, Society, Visca, Baybay Leyte
	Career and Personality Development for the Clerk and other Administrative Staff	5/19/2003	5/20/2003	16.0	Technical	Visayas State College of Agriculture, Baybay Leyte
	Visca Credit Cooperative	7/10/2001	7/10/2001	8.0	Technical	Visayas State College of Agriculture, Baybay Leyte
	Value Orientation Seminar Workshop (VOW)	8/17/1998	8/18/1998	24.0	Technical	Civil Service Commission/Visayas State College of Agriculture, Baybay Leyte
	Seminar Workshop on Accomplishing the Performance Evaluation Report Form	7/20/1994	7/20/1994	4.0	Technical	Civil Service Commission/Visayas State College of Agriculture, Baybay Leyte
	Training on Strengthening the Capability of VISCA Clerical Staff	6/17/1994	6/25/1994	24.0	Technical	Visayas State College of Agriculture, Baybay Leyte

(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)
	Lettering, Cooking & Dancing		None		None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 4, 2021
-----------	---	------	-----------------

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.
Dr. ANA MARQUIZA M. QUILICOT	Visayas State University	09171433449
Dr. MELVIN A. BAGOT	Brgy. Guadalupe, Baybay City	09174729957
Dr. SANTIAGO T. PEÑA	Visayas State University	09210601535

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.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **GSIS CRN-066-0017-6751-1**

ID/License/Passport No.: **DRIVERS LICENSE# H03-97-027246**

Date/Place of Issuance: **July 16, 2018 at Baybay City**

Signature (Sign inside the box)

January 4, 2021

Date Accomplished

SUBSCRIBED AND SWORN to before me this **17 FEB 2021**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN J. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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: July 1, 1992 to present
- Position: Administrative Aide III
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dr. Santiago T. Peña, Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Prepares recommendation letters/appointment for renewal and newly hired of faculty and staff, prepare appointments of casual/contractual Science Research Assistant and Job Order, type and print official communications, payrolls purchase order, inspection report, travel request, vouchers, itinerary of travel, DTR's, reimbursement, liquidation, petty/cash advance, application for leave, performance evaluation, job request, etc.
- Records keeping/filing of individual faculty such as personal documents, office file/records as dDRC.
- Reproduction and binding of Instructional Materials (IMs) as department focal person of the college.
- Prepare letter request for hiring of regular/part-time instructor's/professor, Science Research Assistant, typed projected/actual and teaching load, individual faculty workload and posting of notice, etc.
- Prepare and encode accomplishment report of the college, budget proposal, emergency purchased of office supplies and materials, laboratory chemicals supplies and materials etc.
- Other duties may be assigned by the faculties, department heads and dean of the college.


JOEL M. ISRAEL

(Signature over Printed Name
of Employee/Applicant)

Date: January 4, 2021