

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 box ☐ () 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	Seville		
FIRST NAME	Marily	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Villacorte	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	12/8/1980	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	WLPH, Baybay Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	Claro M. Recto Street House/Block/Lot No. Street Zone 20 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.52	ZIP CODE	
8. WEIGHT (kg)	47		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Claro M. Recto Street House/Block/Lot No. Street Zone 20 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	1211-8489-5963		
12. PHILHEALTH NO.	03-050900299-8		
13. SSS NO.	06-2338630-5	19. TELEPHONE NO.	N/A
14. TIN NO.	435-387-365	20. MOBILE NO.	0909 882 1360
15. AGENCY EMPLOYEE NO.	VO2020	21. E-MAIL ADDRESS (if any)	marily.seville@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	Seville		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Anastacio	NAME EXTENSION (JR., SR)	Anmari Joyce Villacorte Seville	2/17/2007
MIDDLE NAME	Puda	III	Marian Joy Villacorte Seville	3/28/2009
OCCUPATION	N/A		Reco Villacorte	4/11/2021
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Villacorte (Deceased)			
FIRST NAME	Antonio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Braga	N/A		
25. MOTHER'S MAIDEN NAME				
SURNAME	Laurento			
FIRST NAME	Lilia			
MIDDLE NAME	Quinte			

(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	Carlos P. Garcia Elem. School	N/A	1986	1993	N/A	1993	1st Honorable Mention
SECONDARY	Baybay National High School	N/A	1993	1997	N/A	1997	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Leyte State University (now Visayas State University)	BS in Agriculture major in Agricultural Economics	1997	2002	N/A	2002	Academic B Grant
GRADUATE STUDIES	N/A		N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/12/24
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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
Agriculturists Licensure Examination		7/7/2003	Cebu	0040729	8/12/2026

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	JOB/ PAY GRADE (if applicabl e)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
8/1/2023	Present	Administrative Aide III (Clerk I)	Visayas State University - University Review Services	P14,677.96	3	Casual	Y
5/3/2021	7/31/2023	Administrative Aide III (Clerk I)	Visayas State University - Office of the Head of Recruitment, Selection, Placement & Personnel Records	P13,572.00	3	Casual	Y
7/1/2019	4/30/2021	Administrative Aide (Clerk)	Visayas State University - Office of the Head of Recruitment, Selection, Placement & Personnel Records	P9,961.20	N/A	Job Order	Y
4/1/2018	6/30/2019	Science Research Assistant	Visayas State University - Office of the Vice President for Research & Extension	P12,000.00	N/A	Job Order	Y
6/1/2017	12/31/2017	Science Research Technician II	Department of Agriculture - Regional Field Office VIII	P18,000.00	N/A	Contractual	Y
1/1/2015	12/31/2015	Coconut Development Officer	Philippine Coconut Authority	P15,000.00	N/A	Contractual	Y
6/1/2012	6/31/2014	Head Cashier	Mang Inasal, Philippines	P7,000.00	N/A	Contractual	N
10/1/2010	3/31/2011	Cashier	Prince Warehouse Club, Inc.	P7,000.00	N/A	Contractual	N
5/4/2004	10/31/2005	Enterprise Development Officer (Loan Officer)	Community Economic Ventures, Inc. (Microfinance Organization)	P8,000.00	N/A	Regular	N
9/1/2003	2/29/2004	Cashier	Metro Gaisano Ayala	P6,000.00	N/A	Contractual	N
7/1/2002	9/31/2002	Research Assistant	Department of Agriculture - Eastern Visayas Integrated Agricultural Research Center	P5,000.00	N/A	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE



DATE

12/12/24

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		
	N/A	N/A	N/A	N/A	N/A

(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			
	ISO 9001:2015 Awareness and Re-awareness Seminar	09/09/2024	09/09/2024	4	Technical	Visayas State University - QAC
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	Visayas State University - HRMO
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	07/29/2024	07/29/2024	8	Technical	Visayas State University - HRMO
	Shaping Culture: Embracing Values for Optimal Workplace Performance	05/15/2024	05/15/2024	8	Technical	Visayas State University - HRMO
	Sparkling Spaces: Mastering the Art of Housekeeping	03/26/2024	03/26/2024	8	Technical	Visayas State University - HRMO
	Financial Transactions Forum	03/20/2024	03/20/2024	8	Technical	Visayas State University - HRMO
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Service Office (ASO)	02/23/2024	02/23/2024	8	Technical	Visayas State University - HRMO/ASO
	HRIS Software Onboarding	12/6/2024	12/6/2024	8	Technical	Visayas State University
	Virtual 5S Training	11/29/2023	11/29/2023	8	Technical	Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	8/29/2023	8/29/2023	8	Technical	Visayas State University
	Assertive, Oral and Written Communication Skills	8/24/2022	8/26/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. / VSU
	Managing Government Records and Human Resource Information System	6/8/2022	6/10/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. / VSU
	Virtual Data Privacy Act of 2012 Awareness Seminar	4/7/2022	4/7/2022	8	Technical	Visayas State University
	VSUCC Basic Cooperative Course Seminar	6/15/2019	6/15/2019	8	Technical	VSUCC, VSU, Visca, Baybay City, Leyte
	30th Joint VICARP and RRDEN Symposium	11/21/2018	11/23/2018	24	Technical	VICARP & RRDEN
	Workshop on Participatory Assessment of the Gains, Challenges and Opportunities in Piloting Effective Models of ISARD	11/19/2018	11/20/2018	16	Technical	SEARCA
	Fruit Trees Establishment and Validation of Farms	10/26/2018	10/26/2018	8	Technical	CHED / VSU / VICARP
	Training Course on Research and Development (R&D) Project Implementation Management	09/04/18	9/7/2018	32	Technical	ISO 9001:2008/ VSU/ VICARP/ PHILARM
	Development of a Seasonal Precipitation Forecast for Region VIII, Eastern Visayas	08/31/2018	08/31/2018	8	Technical	Artur Kauter of Technishe Hochschule Koln, Germany
	Identification and Tagging of Baybay Tall Coconut Varieties	07/19/2018	07/19/2018	8	Technical	Visayas State University / Philippine Coconut Authority
	Ecological Research: Methods and Data Analysis	7/6/2018	7/6/2018	8	Technical	Visayas State University
	Seed Production and Conservation (Corn Germplasm Utilization through Advanced Research and Development - CGUARD)	12/06/2017	12/07/2017	16	Technical	Department of Agriculture / UP Los Baños / CGUARD
	Excellence in Your Workplace Seminar - 2005	10/01/2005	10/01/2005	8	Technical	OMF Literature, Inc.

(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)
	Basic computer operations		N/A		Baybay Women's Association
	Geotagging				VSU- Administrative Personnel Association (AdPA)
	Sewing				Visayas State University Credit Coop. (VSUCC)
	Sing-along				Gamma Pi Epsilon
	Watching TV series				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/12/24
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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:

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:

Resignation from service in the private se

End of contract in both pvt. &

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

YES, give details:

☐ YES

☒ NO

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: On process

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

NAME	ADDRESS	TEL. NO.
Christy M. Desades	VSU, Visca, Baybay City, Leyte	N/A
Jennifer E. Ando	VSU, Visca, Baybay City, Leyte	N/A
Carmelita C. Tito	Zone 20, Baybay City, Leyte	N/A

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: PRC ID

ID/License/Passport No.: 0040729

Date/Place of Issuance: 4/17/2023

Signature (Sign inside the box)

12-12-24

Date Accomplished

SUBSCRIBED AND SWORN to before me this 13 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAW L. 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: August 1, 2023 – Present
- Position: Administrative Aide III (Clerk I)
- Name of Office/Unit: University Review Services
- Immediate Supervisor: Christy M. Desades
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions
- Summary of Actual Duties
 - Responsible in preparing, recording and releasing of all financial and administrative documents; facilitate and assist in meetings and during review classes; issue, maintain, retrieve and control controlled documents as office dDRC, and update & maintain database of VSU performance in various licensure examination & experts (lecturers and resource persons).

- Duration: July 1, 2019 – July 31, 2023
- Position: Administrative Aide III (Clerk I)
- Name of Office/Unit: Recruitment, Selection, Placement & Personnel Records Office
- Immediate Supervisor: Jennifer E. Ando (Head)
Miriam M. De la Torre (OIC-Head)
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Takes charge in the profiling of applicants for vacant positions, preliminary assessment of credentials of applicants and next-in-rank staff, conducts skills test, comparative assessment of shortlisted candidates and performs other functions as assigned by superiors and other office staff.


MARILY V. SEVILLE
(Employee/Applicant)

Date: 12-12-24