

## 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	GUMBA		
FIRST NAME	BERTULFO	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	MORENO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/2/1900	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	CARIDAD, 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"/> Others.	17. RESIDENTIAL ADDRESS	1327 PLOROK 2, CAIMITO House/Block/Lot No. Street CALIPAYAN GUADALUPE Subdivision/Village Tabang Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6521-A
8. WEIGHT (kg)	52.2	18. PERMANENT ADDRESS	1327 House/Block/Lot No. GUADALUPE CALIPAYAN Tabang Subdivision/Village Baybay City Leyte City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521-A
10. GSIS ID NO.	B0052BM6011	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1700-0035-1363	20. MOBILE NO.	00250000072
12. PHILHEALTH NO.	13-000015624-8	21. E-MAIL ADDRESS (if any)	bertgumba@yahoo.com
13. SSS NO.	NA		
14. TIN NO.	100-014-762		
15. AGENCY EMPLOYEE NO.	V000611		

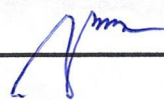
## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GUMBA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LUCIA	JAY C. GUMBA	5/4/1991
MIDDLE NAME	CALIPAYAN	JASON C. GUMBA	7/5/1992
OCCUPATION	HOUSEKEEPER	JENEBETH C. GUMBA	12/30/1995
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	GUMBA		
FIRST NAME	ZOSIMO (DECEASED) <sup>SR</sup>		
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME	MORENO		
SURNAME	MORENO		
FIRST NAME	SOFIA (DECEASED)		
MIDDLE NAME	LEONES	(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 ELEMENTARY SCHOOL	Primary Education	1968	1975	Diploma	1975	Diploma
	SECONDARY	CARIDAD RURAL HIGH SCHOOL	High School	1980	1984	Diploma	1984	Diploma
	VOCATIONAL / TRADE COURSE	None	None			None		None
	COLLEGE	Visayas State College of Agriculture	BACHELOR OF HOME ECONOMICS AND EXTENSION	1985	1989	Diploma	1989	Diploma
	GRADUATE STUDIES	None	None			None		None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6-13-24
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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
	N.A.					

(Continue on separate sheet if necessary)

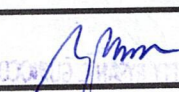
*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6-13-24
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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			
	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			
	TRAINING ON THE PRODUCTION OF ABACA FIBER, YARN, TWINE AND ITS DERIVED PRODUCTS	4/14/2016	4/15/2016	16	Technical	National Abaca Research Center, Visayas State Univeristy/PHILFIDA
	SKILLS TRAINING ON ABACA WASTE UTILIZATION INTO DYE PRODUCTS	3/13/2015	3/17/2015	80	Technical	National Abaca Research Center, Visayas State Univeristy
	SKILLS TRAINING ON ANACA WASTES COMBINING TAMBO INTO BY-PRODUCTS	1/27/2015	1/29/2015	24	Technical	Department of Trade Industry and Department of Agriculture (DTI & DA)
	SKILLS TRAINING ON ABACA FIBER MAKING CHRISTMAS DECORS	10/22/2014	10/24/2014	16	Technical	Department of Environmental and Natural Resources (DENR)
	SKILLS TRAINING ON ABACA WASTE MAKING BAGS, HATS, TRAYS AND FLOWER BASE	4/24/2012	4/26/2014	24	Technical	Fiber Industry Development Authority (FIDA) and Department of Agriculture (DA)
(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)	
	HANDICRAFTS: WEAVING		DISTRIBUTION OF CERTIFICATE		BFGA FOR LIVELIHOOD	
	DESIGNING BAGS		DISTRIBUTION OF CERTIFICATE		BFGA FOR LIVELIHOOD	
	LAMINATION		DISTRIBUTION OF CERTIFICATE		BFGA FOR LIVELIHOOD	
SIGNATURE				DATE	6-13-24	



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

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

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 0972), 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: 083708097-0161

☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
RUBEN M. GAPASIN	VSU-CAMPUS, BAYBAY CITY, LEYTE	9176336571
FELICIANO G. SINON	VSU-CAMPUS, BAYBAY CITY, LEYTE	653-7598
LUZ O. MORENO	VSU-CAMPUS, BAYBAY CITY, LEYTE	653-7598

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.

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


Government Issued ID: V000611

ID/License/Passport No.: H12-14-001798

Date/Place of Issuance: 8/28/2017 - BAYBAY CITY


Signature (Sign inside the box)  
6-13-24

Date Accomplished



BERTULFO GUMBA

PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 28 JUN 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR  
YSU Chief Legal Officer

Person Administering Oath



## 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.

Sample: If applying to Supervising Administrative Officer

- Duration: January 1, 2000 – Present
- Position: Laboratory Technician
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Romel B. Armecin
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Develops new designs of handicraft from abaca waste.
  - Conducts/serves as resource person for skills training on abaca handicraft
  - Makes handicraft products from abaca wastes and other novel abaca-based products for display/exhibits.
  - Assesses/evaluates the quality of the trainees, weavers' finished products
  - Records all finished products and issues log slip to the weavers.
  - Others: Briefs walk-in visitors at the handicraft/workshop area and performs other duties assigned by the immediate supervisor/director

○

  
BERTULFO M. GUMBA

(Signature over Printed Name  
of Employee/Applicant)

Date: 7-2-24