

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 () 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	ALBA		
FIRST NAME	DOREEN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BARTOLINI		
3. DATE OF BIRTH (mm/dd/yyyy)	10/8/1985	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	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone-6 House/Block/Lot No. Street Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.52 m.	ZIP CODE	
8. WEIGHT (kg)	52 kgs.		
9. BLOOD TYPE	"AB+"	18. PERMANENT ADDRESS	Zone-6 House/Block/Lot No. Street Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	021-1694-1448-4	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1211-9046-9064		
12. PHILHEALTH NO.	1302-5154-6453		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	466-625-525-000	20. MOBILE NO.	09058251180 / 09283664408
15. AGENCY EMPLOYEE NO.	V00947	21. E-MAIL ADDRESS (if any)	doreen.alba@yahoo.com


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	ALBA			
FIRST NAME	ARTURO	SR.		
MIDDLE NAME	ESGUERRA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BARTOLINI			
FIRST NAME	HERMINIA			
MIDDLE NAME	PABROQUEZ		(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	GUADALUPE ELEM. SCHOOL	PRIMARY	1992	1998	N/A	1998	3rd Honorable Mention
	SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1998	2002	N/A	2002	N/A
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	VISAYAS STATE UNIVERSITY	BS IN HOTEL, RESTAURANT & TOURISM MANAGEMENT	2002	2009	N/A	2009	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	August 5, 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
	CAREER SERVICE PROFESSIONAL ELIGIBILITY	80.04	3/17/2019	Ormoc City	
	CAREER SERVICE SUB-PROFESSIONAL ELIGIBILITY	80.32	4/6/2014	Tacloban City	


(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					SALARY/ JOB/ PAY		
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[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 5, 2021
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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		
	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			
	FORUM: NATIONAL KALKALI WITH THE THEME: "VITAL WISDOMS: LEARNING WITH THE INDIGENOUS PEOPLES"	10/28/19	10/29/19	24	TECHNICAL	NCCA - Maryhill School of Theology, Quezon City, Metro Manila
	INTRODUCTION TO CYBERSECURITY	9/2/19	9/3/19	16.0	TECHNICAL	DEPT. OF INFO AND COM. TECH. (DICT)
	SEMINAR ON THE REVISED IMPLEMENTING RULE AND REGULATION (IRR) OF R.A. 9184	3/20/2019	3/22/2019	24.0	MANAGERIAL/ SUPERVISORY	GPPB-TSO/VSU-MAIN
	Seminar Workshop on Procurement: Rationalizing the Process and Impact to SUC's	3/5/2019	5/7/1900	24.0	TECHNICAL	PASUC-Phil. Association of State Universities and Colleges
	PROPERTY AND SUPPLY MANAGEMENT SYSTEM	9/4/2018	9/7/2018	32.0	MANAGERIAL/ SUPERVISORY	COA-RO8
	TARGET SETTING WORKSHOP	8/20/2018	8/21/2018	16.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	7/30/2018	7/31/2018	16.0	TECHNICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL 2017	11/29/2017	12/1/2017	24.0	TECHNICAL	NORSU-DUMAGUETE CITY
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL COMPETITION 2017	10/26/2017	10/27/2017	16.0	TECHNICAL	CAC-VSU MAIN
	PROJECT PROCUREMENT MANAGEMENT PLAN AND ANNUAL PROCUREMENT PLAN	11/14/2017	11/17/2017	32.0	MANAGERIAL/ SUPERVISORY	SCC TRAINING CENTER/SOFIA CENTER FOR CONTINUING EDUCATION
	ORIENTATION ON POLICIES OF PROBATIONARY STATUS AMONG NEW PERMANENT EMPLOYEES	9/25/2017	9/25/2017	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	INDUCTION/ORIENTATION PROGRAM OF NEWLY HIRED FACULTY & STAFF IN TO THE VSU SYSTEM	9/4/2017	9/4/2017	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	5/25/2017	5/26/2017	16.0	TECHNICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	FULL-LENGTH TRAINING ON GOVERNMENT PROCUREMENT REFORM ACT AND ITS REVISED IRR	5/3/2017	5/5/2017	24.0	MANAGERIAL/ SUPERVISORY	GPPPB-DBM RO 8
	PROCUREMENT PLANNING WORKSHOP	9/15/2016	9/15/2016	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF
	PLANNING-WORKSHOP: ON THE PREPARATION & PROCESSING OF DOCUMENT RELATIVE TO PROCUREMENT	5/27/2015	5/27/2015	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF
	WORKPLACE LITERACY/NUMERACY ASSESSMENT RESULTS & TRAINING RECOMMENDATIONS	3/20/2012	3/20/2012	4.0	MANAGERIAL/ SUPERVISORY	CENTRE FOR EMPLOYABILITY SKILLS / GIORDANO (SINGAPORE)
	CHANGI ORIENTATION PROGRAMME AND CUSTOMER SERVICE SKILLS PROGRAMME	3/5/2012	3/6/2012	16.0	MANAGERIAL/ SUPERVISORY	CHANGI AIRPORT GROUP (SINGAPORE)
	FOOD & CATERING MANAGEMENT TRAINING	8/1/2008	8/15/2008	40.0	TECHNICAL	AJJA CATERING SERVICES/VSU-MAIN
	SEMINAR ON FIRE PREVENTION AND PREPAREDNESS PROGRAM	1/12/2008	1/12/2008	8.0	TECHNICAL	BFP-BAYBAY & VSU-DFCS
	HOUSEKEEPING AND FRONT OFFICE TRAINING	8/1/2007	8/7/2008	56.0	TECHNICAL	VSU-HOSTEL / DFCS
	TOURISM MANAGEMENT TRAINING: PHILIPPINE TOURISM TOUR GUIDING EXERCISE	5/15/2007	5/15/2007	8.0	TECHNICAL	VSU-DFCS
	SEMINAR ON QUALITY SERVICE IN TOUR GUIDING AND TRAVEL MANAGEMENT	2/10/2007	2/10/2007	8.0	TECHNICAL	VSU-DFCS
	PERSONALITY DEVELOPMENT IN COSMETOLOGY ENHANCEMENT	12/8/2006	12/8/2006	8.0	TECHNICAL	VSU-DFCS

(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)
	SINGING		N/A		LSU-Administrative Personnel Association (AdPA) - MEMBER
	DANCING				CULTURE AND ARTS CENTER (CAC)-PROPERTY CUSTODIAN
	DRIVING (2 & 4 WHEELS)				HOME ECONOMIST'S SOCIETY (HES)-MEMBER
	COMPUTER LITERATE		1505 432 5 0		SOCIETY OF HOSPITABLE INDIVIDUALS FOR TRAVEL AND TOURISM (SHOTS)-MEMBER
	TAKING PHOTOS				GAMMA SIGMA CONFRATERNITY (VISCA CHAPTER) - MEMBER

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 5, 2021
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">FINISHED CONTRACT (GIORDANO ORIGINALS PTE. LTD.)</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>

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

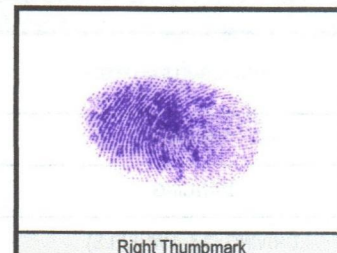
NAME	ADDRESS	TEL. NO.
IVY ANN F. MOJADO	5TH DEO-DPWH, BAYBAY CITY, LEYTE	09176285108
ALICIA M. FLORES	SPPMO, VISCA, BAYBAY CITY, LEYTE	09176341430
PETER JUNE D. DADIOS	SLSU-BONTOC, SO. LEYTE	09353465296

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:	GSIS
ID/License/Passport No.:	021-1694-1448-4
Date/Place of Issuance:	GSIS-MAASIN CITY

Signature (Sign inside the box)
August 5, 2021
Date Accomplished



SUBSCRIBED AND SWORN to before me this 02 SEP 2021, affiant exhibiting his/her validly issued government ID as indicated above.

<p>ATTY. RYAN C. GUINODON</p> <p>VSU Legal Officer</p>
Person Administering Oath

WORK EXPERIENCE SHEET

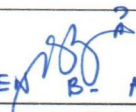
Instructions: 1. Include only the work experiences relevant to the position being applied to.

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, 2017 – present
- Position: Administrative Aide III - Regular
- Name of Office/Unit: Supply, Procurement and Property Management Office / Property Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University – Main Campus
- List of Accomplishments and Contributions (if any)
 - Introduces innovations for effective and efficient services on storage and warehousing.
- Summary of Actual Duties
 - Manages and supervises the overall operations of SPMO Warehouse for supplies, materials and equipment; prepares Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS); maintains and updates of the Property Card; ISO Document Controller (dDRC); Serve as the Property Custodian of the Culture and the Arts Center (CAC); and prepares various documents in the office.

- Duration: August 1, 2013 – December 31, 2016
- Position: Administrative Aide III (Jo Order)
- Name of Office/Unit: Property Management Office / Procurement Management Office
- Immediate Supervisor: Velma P. Bontuyan / Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University – Main Campus
- Summary of Actual Duties
 - Prepares Acknowledgement Receipt of Equipment (ARE) and Inventory Custodian Slip (ICS). Monitors and updates the Property Card. Filing of approved ARE/ICS in sequence. Serve as the Property Custodian of the Culture and the Arts Center (CAC).
 - Prepares Purchase Orders, Vouchers and other supporting documents. Evaluates specifications of items in Purchase Requests of all departments/offices/centers of the university.


 DOREEN B. ALBA
 (Signature over Printed Name of Employee/Applicant)

Date: Aug. 2, 2021