

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	NAPOLIS				
FIRST NAME	HOMER LOIS		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	PUERIN				
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1988	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.	Philippines		
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"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK 2		
7. HEIGHT (m)	1.68	ZIP CODE	House/Block/Lot No.	Street	
8. WEIGHT (kg)	86.50		Subdivision/Village	GABAS	
9. BLOOD TYPE	B+		CITY OF BAYBAY	Barangay	
10. GSIS ID NO.	2005383943		City/Municipality	LEYTE	
11. PAG-IBIG ID NO.	121216642173	ZIP CODE	City/Municipality	Province	
12. PHILHEALTH NO.	130251216747		6521		
13. SSS NO.	N/A		18. PERMANENT ADDRESS	PUROK 2	
14. TIN NO.	279712957		House/Block/Lot No.	Street	
15. AGENCY EMPLOYEE NO.	V01065	19. TELEPHONE NO.	N/A		
		20. MOBILE NO.	0915 960 1859		
		21. E-MAIL ADDRESS (if any)	homerlois.napoles@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAWALING		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JANET	NAME EXTENSION (JR., SR)	JUSTIN HOLMES C. NAPOLIS	12/30/2014
MIDDLE NAME	LLANTO		JANNU LOUIS C. NAPOLIS	03/18/2020
OCCUPATION	PRIVATE EMPLOYEE			
EMPLOYER/BUSINESS NAME	EIGHT UNDER PAR			
BUSINESS ADDRESS	COGON, ORMOC CITY, LEYTE			
TELEPHONE NO.	0927 487 9854			
24. FATHER'S SURNAME	NAPOLIS			
FIRST NAME	HENRY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MARQUEZ			
25. MOTHER'S MAIDEN NAME	LYDIA TAGUD PUERIN			
SURNAME	NAPOLIS			
FIRST NAME	LYDIA			
MIDDLE NAME	PUERIN		(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	1994	2000	Graduated	2000	N/A
SECONDARY	Baybay National High School	High School	2000	2004	Graduated	2004	N/A
VOCATIONAL / TRADE COURSE	Ormoc City Technological Manpower Training and Research Center	Automotive Servicing	2014	2014	Graduated	2014	NC II
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2007	2018	Graduated	2018	N/A
GRADUATE STUDIES	College of Maasin	Master in Public Administration	2021	N/A	N/A	N/A	N/A

SIGNATURE		DATE	03/22/2022
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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
	Career Service Sub-Professional	86.25	6/4/2014	Cirilo Roy MNHS, Panalaron, Tacloban City	N/A	N/A
	Career Service Professional	83.90	04/17/2016	Tacloban City	N/A	N/A
	NC II in Automotive Servicing		06/26/2014	Ormoc City Technological Manpower Training and Research Center	14080302004924	06/26/2019
	Professional Driver's License		11/26/2021	Land Transportation Office - Baybay City	H12-10-001764	11/27/2026

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

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DATE _____

03/22/2022

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			
	Personal Equity and Retirement Account	06/16/2021	06/16/2021	8	Technical	Bangko Sentral ng Pilipinas (Online)
	Personal Financial Management	06/15/2021	06/15/2021	8	Technical	Bangko Sentral ng Pilipinas (Online)
	Role of the BSP and Recent Economic Developments	06/14/2021	06/14/2021	8	Technical	Bangko Sentral ng Pilipinas (Online)
	ISO 9001:2015 Awareness/Reawareness	11/27/2020	11/27/2020	8	Technical	Visayas State University, Visca, Baybay City, Leyte (Online)
	Capacity Building on Land Use Development and Infrastructure Planning (Phase II)	01/27/2020	01/31/2020	40	Technical	Visayas State University, Visca, Baybay City, Leyte
	Human Resource Management Information System (HRMIS) Cyber Security Training	12/18/2019	12/19/2019	16	Technical	Visayas State University, Visca, Baybay City, Leyte
	Workshop on Land Use Development and Infrastructure Plan and Capability Building	9/12/2019	12/13/2019	40	Technical	Visayas State University, Visca, Baybay City, Leyte
	Human Resource Management Information System (HRMIS) Presentation and Training of the Developed Recruitment, Selection, and Placement (RSP), Personal Data Sheet (PDS), and Planilla System	11/26/2019	11/26/2019	8	Technical	Visayas State University, Visca, Baybay City, Leyte
	Cyber Security Essentials	1/10/2019	4/10/2019	32	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Introduction to Cybersecurity	2/9/2019	3/9/2019	16	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	08/20/2019	08/20/2019	8	Technical	Visayas State University, Visca, Baybay City, 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)
	Computer Hardware and Software Troubleshooting		Excellent Award as Top Trainee (Regular Class - Sunday) in Automotive Servicing NC II		Visayas State University Administrative Personnel Association
	Computer Programming and Web Development		Certificate of Recognition for having topped the Career Service Examination for Subprofessional Level		Tinag-an Antipolo Salvacion Vegetable Farmers Association
	Vehicle Driving				Visayas State University Credit Cooperative
	Problem Solving and Critical Thinking				
	Use of Microsoft Office Applications (Word, Excel, Powerpoint, Access)				
	Logo Designing and Image Editing, and Use of Application (Photoshop, Corel, MS Paint, etc.)				
	Sudoku Solving, Football, Real Time Strategy Games, Role Playing Games				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/22/2022
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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>_____</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>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>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>_____</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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>_____</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>_____</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.
MARWEN A. CASTAÑEDA	Office of the University Registrar, Visayas State University - Main Campus	565 0600 Local 1010
ARNULFO T. GALENZOGA	Office of the University Registrar, Visayas State University - Main Campus	565 0600 Local 1010
BERTA C. RATILLA	Department of Agronomy, Visayas State University - Main Campus	565 0600 Local 1013

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.)	
<i>PLEASE INDICATE ID Number and Date of Issuance</i>	
Government Issued ID:	Visayas State University ID
ID/License/Passport No.:	V01065
Date/Place of Issuance:	March 1, 2019 / VSU, Visca, Baybay City Lewte

Signature (Sign inside the box)

3/22/22

Date Accomplished




HOMER LOIS P. NAPOLES



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 07 APR 2022, affiant exhibiting his/her validly issued government ID as indicated above.


 ATTY. RYSAN L. GUINOCOR
 VSU 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.

- **Duration:** March 1, 2019 – Present
- **Position:** School Credits Evaluator
- **Name of Office/Unit:** Office of the University Registrar
- **Immediate Supervisor:** Marwen A. Castañeda
- **Name of Agency/Organization and Location:** Visayas State University

- **List of Accomplishments and Contributions (if any)**

- Conducted classroom survey for submission to the Office of the President for utilization/evaluation
- Performed computer troubleshooting and maintenance
- Digitizing of student permanent records
- Archiving of Image files and Electronic Copies
- Submitted proposal to implement Student ID System Records Management for inactive files
- Designed Office of the University Registrar (OUR) Slogan
- Designed Office of the University Registrar (OUR) Brochure
- Created a Facebook page for the Office of the University Registrar (OUR) to disseminate information intended to the students and clientele
- Managed Facebook page of the Office of the University Registrar (OUR) for posting online notices
- Submitted building proposals for the improvement of the Office of the University Registrar (OUR) services and expansion
- Submitted office committee proposal for the distribution of additional tasks and compliance of university requirements
- Submitted scheduling proposal for releasing of documents

- **Summary of Actual Duties**

- Prepares student permanent records jacket, checklists, credentials, transfer credentials, requests, certifications, control records, transcript of records, tentative list of graduates, etc.; Files systematically student permanent records jacket, credentials, grades, pertinent records, checklists, certifications, transcript of records, etc.; Evaluate and re-evaluates student permanent records, grades, credentials, transfer credentials, certifications, transcript of records, etc.; Issues transfer credentials, transcript of records, certifications, diploma, copy of grades; Validates registrations; Facilitates correction of entries, student queries, clearance, student permanent records requests, etc.; Monitors student deficiencies and enrollment status; Check and verifies student information entries, office and student pertinent papers, etc.; Complies verification requests, reports required by various office/agency, etc.; Ensures worthiness of facilities and equipment, lights and appliances properly offed, etc.; Secures office and records properly locked, etc.; Consults and coordinates with department regarding student matters and curriculum changes; Answers emails and other online messages; Performs other tasks/duties assigned by the University Registrar and the university.

- **Duration:** November 16, 2018 – February 28, 2019
- **Position:** Administrative Aide III
- **Name of Office/Unit:** Department of Agricultural Engineering
- **Immediate Supervisor:** Arthur It. Tambong
- **Name of Agency/Organization and Location:** Visayas State University

- **List of Accomplishments and Contributions (if any)**

- Upgraded and updated office computer software
- Fixed corrupted documents
- On-time submission of required documents
- Assistance of students and walk-in clients
- Converted Hardcopy files to Image files
- Converted Microsoft Word format to Microsoft Excel format
- Performed computer troubleshooting and maintenance
- Archiving of Image files and Electronic Copies

- **Summary of Actual Duties**

- Prepares payrolls, travel orders, job requests, purchase requests, cash advance, travel reimbursement, trip tickets, and application for leave, encode and reproduce laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, CSR, teaching loads, individual faculty workload, APP, and OPCR and IPCR, Files memos, teaching evaluations, grade sheets, completion of grades, approved leave, purchase requests, payrolls, appointments, travel orders, minutes of meetings, faculty workloads and other duties assigned by the department head.

- **Duration:** January 16, 2018 – November 15, 2018
- **Position:** Administrative Aide III
- **Name of Office/Unit:** Department of Agronomy
- **Immediate Supervisor:** Berta C. Ratilla
- **Name of Agency/Organization and Location:** Visayas State University

- **List of Accomplishments and Contributions (if any)**

- Maintained and troubleshoots IT related equipment and devices
- Repaired network connection of printer and scanner
- Fixed corrupted documents
- On-time submission of required documents
- Assistance of students and walk-in clients
- Converted Hardcopy files to Image files
- Converted Microsoft Word format to Microsoft Excel format
- Implemented network printing of documents
- Implemented network scanning of documents
- Managed network access and credentials
- Performed computer troubleshooting and maintenance
- Archiving of Image Files and Electronic Copies
- Prepared Project Procurement Management Plan (PPMP) and consolidated office inventory for PPMP submission
- Designed layout for certificates, programs, and tarpaulins for information dissemination

- **Summary of Actual Duties**

- Prepares payrolls, travel orders, job requests, purchase requests, cash advance, travel reimbursement, trip tickets, and application for leave, encode and reproduce laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, CSR, teaching loads, individual faculty workload, APP, and OPCR and IPCR, Files memos, teaching evaluations, grade sheets, completion of grades, approved leave, purchase requests, payrolls, appointments, travel orders, minutes of meetings, faculty workloads and other duties assigned by the department head.

- **Duration:** June 1, 2015 – March 31, 2017
- **Position:** Administrative Aide III
- **Name of Office/Unit:** Department of Agronomy
- **Immediate Supervisor:** Berta C. Ratilla
- **Name of Agency/Organization and Location:** Visayas State University

- **List of Accomplishments and Contributions (if any)**

- On time submission of required documents
- Assistance of students and walk-in clients
- Converted Hardcopy files to Image files
- Converted Microsoft Word format to Microsoft Excel format
- Implemented network printing of documents
- Implemented network scanning of documents
- Managed network access and credentials
- Performed computer troubleshooting and maintenance
- Archiving of Image Files and Electronic Copies
- Prepared Project Procurement Management Plan (PPMP) and consolidated office inventory for PPMP submission
- Designed layout for certificates, programs, and tarpaulins for information dissemination
- Designed department logo

- **Summary of Actual Duties**

- Prepares payrolls, travel orders, job requests, purchase requests, cash advance, travel reimbursement, trip tickets, and application for leave, encode and reproduce laboratory manuals, lecture notes, course outlines, department forms, annual reports, exam questions, CSR, teaching loads, individual faculty workload, APP, and OPCR and IPCR, Files memos, teaching evaluations, grade sheets, completion of grades, approved leave, purchase requests, payrolls, appointments, travel orders, minutes of meetings, faculty workloads and other duties assigned by the department head.



HOMER LOIS P. NAPOLES

(Signature over Printed Name
of Employee/Applicant)

Date: March 22, 2022

