

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	BALBARINO			
FIRST NAME	VIVIAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VILLOCINO			
3. DATE OF BIRTH (mm/dd/yyyy)	8/23/1960	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	CEBU CITY	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	Philippines	
7. HEIGHT (m)	5'	Apt. 12 House/Block/Lot No. Street Visca Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province	Visayas State University	
8. WEIGHT (kg)	50 kgs		ZIP CODE	6521
9. BLOOD TYPE	"O"		18. PERMANENT ADDRESS	
10. GSIS ID NO.	006-0017-7209-8		House/Block/Lot No. Street Highway Guadalupe Subdivision/Village Barangay Inopacan Leyte City/Municipality Province	
11. PAG-IBIG ID NO.	913245164124	ZIP CODE		6522
12. PHILHEALTH NO.	1300-0014-3988	19. TELEPHONE NO.		NA
13. SSS NO.	NA	20. MOBILE NO.	09175518871	
14. TIN NO.	140-031-249	21. E-MAIL ADDRESS (if any)	vbalbarino@gmail.com	
15. AGENCY EMPLOYEE NO.	V00072			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BALBARINO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EDWIN	NAME EXTENSION (JR., SR)	VIVIENE V. BALBARINO	10/15/1997
MIDDLE NAME	ADOLFO			
OCCUPATION	Retiree			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	VILLOCINO			
FIRST NAME	SANTOS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BARRIOS			
25. MOTHER'S MAIDEN NAME	BERDIN			
SURNAME	VILLOCINO			
FIRST NAME	APOLONIA			
MIDDLE NAME	CABALHUG			

(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	Maguikay Elementary School	Elementary Certificate	1969	1973		1973	NA
SECONDARY	University of Visayas	High School Diploma	1973	1977		1977	NA
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	Visayas State University (VISCA)	BSA in Ag. Economics	1977	1982		1982	NA
GRADUATE STUDIES	Visayas State University (VISCA)	MS in Ag. Extension	1992	2002	30 units (candidate)	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1-5-13
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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	71.48%	July 26, 1987	Tacloban City	

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

(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	7-5-23

God bless

7-5 -23



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			
	VSU Web Development Workshop	1/19/2015	1/20/2015	16.0	Technical	VSU Web Mgt. Team
	Workshop for AACUP Institutional Accreditation (2nd Round)	5/10/2016	5/12/2016	24.0	Technical	QAC - VSU
	Seminar-Workshop on 5S and Records Management	2/18/2017	2/18/2017	8.0	Managerial	Visayas State University
	ISO 9001-2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16.0	Managerial	Visayas State University
	Target Setting Workshop	8/21/2018	8/21/2018	8.0	Supervisory	Visayas State University
	Introduction to Cybersecurity	9/2/2019	9/3/2019	16.0	Technical	Dept. of Information & Communications Technology (DICT)
	Cyber Security Essentials	10/1/2019	10/4/2019	32.0	Technical	DICT
	Problem Solving and Decision making	11/6/2019	11/9/2019	32.0	Supervisory	Personnel Officers Association of the Philippines (POAP)
	Benchmarking to Selected Universities in Netherlands	6/24/2023	7/2/2023		Learning Visits	Internatilizatcion Programs-VSU

(Continue on separate sheet if necessary)







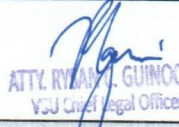
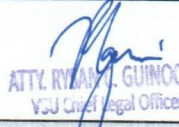
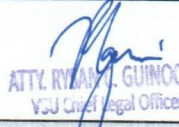
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Operation		N/A		LSU ADPA - Member
	Driving				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7-5-23
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Dr. Guiraldo C. Fernandez</td><td>VSU, Visca, Baybay City, Leyte</td><td>09224009161</td></tr><tr><td>Mr. Ernesto F. Bulayog</td><td>VSU, Visca, Baybay City, Leyte</td><td>09176275770</td></tr><tr><td>Mr. Francisco G. Gabunada</td><td>Director, PCC-VSU</td><td>563-7649</td></tr></table>		NAME	ADDRESS	TEL. NO.	Dr. Guiraldo C. Fernandez	VSU, Visca, Baybay City, Leyte	09224009161	Mr. Ernesto F. Bulayog	VSU, Visca, Baybay City, Leyte	09176275770	Mr. Francisco G. Gabunada	Director, PCC-VSU	563-7649
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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.													
<table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>V00072</td></tr><tr><td>ID/License/Passport No.:</td><td>VSU ID</td></tr><tr><td>Date/Place of Issuance:</td><td>NA</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	V00072	ID/License/Passport No.:	VSU ID	Date/Place of Issuance:	NA	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>7-5-23</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	7-5-23	Date Accomplished
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SUBSCRIBED AND SWORN to before me this 7 AUG 2023, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath									
													
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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: June 1982 – December 1988
  - Position: Site Economist
  - Name of Office/Unit: Farming Systems Development Systems in EV – Dept. of Agriculture
  - Immediate Supervisor: Engr. Felix V. Quero
  - Name of Agency/Organization and Location: FSDP-EV – Bontoc, So. Leyte
  - Summary of Actual Duties
    - Responsible in collecting economic research data from On-site researches conducted (Farmer's Manage and Research Manage); then analyzing and preparing simple budgeting and using farm management information to assist farmers and staff in decision making especially when resources are in scarce supply and decisions are needed on a cost/return basis.
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- Duration: January 2012 – Present
  - Position: Administrative Officer III
  - Name of Office/Unit: Office of the Board Secretary
  - Immediate Supervisor: Dr. Guiraldo C. Fernandez
  - Name of Agency/Organization and Location: Board and University Secretary Office-VSU
  - Summary of Actual Duties
    - Responsible in performing facilitative and technical tasks e.g., arrange Meeting Venue, prepare agenda items for UADCO, UAC and Board Meetings; record and transcribed Minutes of Meetings; preparation of Matrix of Actions of all Board Approved proposals and prepares Excerpts of Minutes of BOR Meetings for distribution to concern offices; responds to queries and performs other related functions.
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**VIVIAN V. BALBARINO**  
(Signature over Printed Name  
of Employee/Applicant)

Date: 7-5-23