

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	POSAS		
FIRST NAME	MARICAR	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BAGARINAO		
3. DATE OF BIRTH (mm/dd/yyyy)	NOV. 7, 1977	16. CITIZENSHIP	<input 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	VSU, BAYBAY CITY, 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	ILANG ILANG Street MARCOS Barangay LEYTE Province
7. HEIGHT (m)	5'0"	ZIP CODE	
8. WEIGHT (kg)	80KGS	18. PERMANENT ADDRESS	ILANG ILANG Street MARCOS Barangay LEYTE Province
9. BLOOD TYPE	"O"	ZIP CODE	6521
10. GSIS ID NO.		19. TELEPHONE NO.	
11. PAG-IBIG ID NO.	121045720662	20. MORIL F NO	09155992609/09086259128
12. PHILHEALTH NO.	30500706763	21. E-MAIL ADDRESS (if any)	maricar.posas@vsu.edu.ph
13. SSS NO.	33-6943383-6		
14. TIN NO.	920-851-455		
15. AGENCY EMPLOYEE NO.			

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)	FIRHEY P. CAYUNDA	6/19/2007
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	POSAS			
FIRST NAME	OSCAR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BAGARINAO			
25. MIDDLE NAME				
SURNAME	BAGARINAO			
FIRST NAME	MARTINA			
MIDDLE NAME	GODINES			

III. EDUCATIONAL BACKGROUND

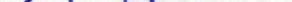
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	VISCA FOUNDATION ELEMENTARY SCHOOL, BAYBAY CITY, LEYTE		1984	1990		1990	
SECONDARY	EXPERIMENTAL RURAL HIGH SCHOOL BAYBAY CITY, LEYTE		1990	1994		1994	
VOCATIONAL / TRADE COURSE						1998	
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE, BAYBAY, LEYTE	BACHELOR OF ANIMAL SCIENCE MAJOR IN ANIMAL HEALTH	1994	1998			
GRADUATE STUDIES							

SIGNATURE		DATE	1-4-21
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	JANUARY 14, 2021
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

INCLUSIVE DATES OF		Time of Day	

[illegible]

VIII. OTHER INFORMATION

LAWN TENNIS			
DRIVING			
COMPUTER SKILLS			

SIGNATURE		DATE	January 14, 2021
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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: _____

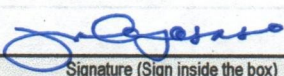
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. ANABELLA B. TULIN	VSU, BAYBAY CITY, LEYTE	9173064899
DR. JOSE L. BACUSMO	VSU, BAYBAY CITY, LEYTE	9173108076
DR. EDITHA G. CAGASAN	VSU, BAYBAY CITY, LEYTE	9155913358

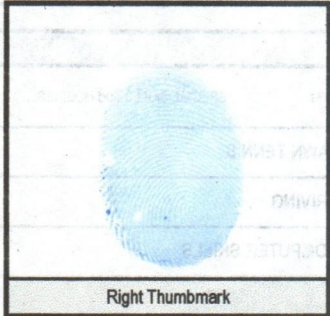
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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

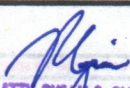
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: DRIVERS LICENSE
ID/License/Passport No.: N03-98-029834
Date/Place of Issuance: BAYBAY CITY, LEYTE

 Signature (Sign inside the box)
1-14-21 Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 2/1/21, affiant exhibiting his/her validly issued government ID as indicated above.

 ATTY. RYSAN C. 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: October. 1, 2020 - present
- Position: ERA-I
- Name of Office/Unit: Office of the Graduate School
- Immediate Supervisor: Dr. Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 1. Facilitates enrollment of on-campus students
 2. Facilitates appointment and updates records of graduate faculty and adjunct professors
 3. Facilitates and updates records of graduate student requirements
 4. Updates records of graduate students and scholars (CHED and DOST, etc.) E. Pre-assessment of fees during enrollment and checks midterm and final assessment of graduate students
 5. Performs other duties and responsibilities as required by the immediate supervisor
- Summary of Actual Duties
 1. Make follow-ups of administrative and financial documents

- Duration: Jan. 1, 2016 – Sept. 31, 2020
- Position: (Job Order)
- Name of Office/Unit: ODGS
- Immediate Supervisor: Dr. Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Assisting of graduate students on the online Application for Admission to the Graduate School.
 - Printing of documents received from applicants for admission for evaluation by the department concerned.
 - Receives graduate students related documents such (Nomination of GAC, Change of Admission Status, Change of GAC, Application for Readmission etc
 - Computes GPA for those applying for admission to VSU Graduate programs
 - Monitors and keeps record of communication sent out to other offices
 - Filling administrative documents
 - Encodes letter of Graduate Student admission letters and other office communications
 - Prepares financial documents (liquidation, reimbursement, replenishment, cash advances, etc.)
 - Carry out other duties and responsibilities as required by the immediate supervisor


MARIOAR B. POSAS

(Signature over Printed Name
of Employee/Applicant)

Date: 1-14-21