

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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.

I. PERSONAL INFORMATION

2. SURNAME	APAS		
FIRST NAME	THELMA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	POLO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/17/1960	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 type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	30 de Diciembre St. Baybay City, Leyte House/Block/Lot No. Street Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.67 m	ZIP CODE	6521
8. WEIGHT (kg)	69 kls.	18. PERMANENT ADDRESS	30 de Diciembre St. Baybay City, Leyte House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6521
10. GSIS ID NO.	006-0017-6824-5	19. TELEPHONE NO.	563-7274
11. PAG-IBIG ID NO.	170000240595	20. MOBILE NO.	09356285511
12. PHILHEALTH NO.	130000143252	21. E-MAIL ADDRESS (if any)	apasthelma@yahoo.com
13. SSS NO.	N/A		
14. TIN NO.	116-627-581		
15. AGENCY EMPLOYEE NO.	V00045		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	APAS (deceased)		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CARLITO	NAME EXTENSION (JR., SR)	KEV P. APAS	3/27/1985
MIDDLE NAME	DAMONDAMON		KIM P. APAS	8/12/1986
OCCUPATION			KAY P. APAS	7/7/1989
EMPLOYER/BUSINESS NAME			CARTHEL P. APAS	5/17/1992
BUSINESS ADDRESS			CARM P. APAS	7/2/1994
TELEPHONE NO.			CARL KEVEE P. APAS	3/27/2000
24. FATHER'S SURNAME	POLO (deceased)			
FIRST NAME	FRANCISCO	SR.		
MIDDLE NAME	GRANADA			
25. MOTHER'S MAIDEN NAME				
SURNAME	PERNITES (deceased)			
FIRST NAME	PACIFICA			
MIDDLE NAME	TRIPOLI			

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	Baybay East Central School		1968	1974	Graduated	1974	
SECONDARY	Baybay High School		1974	1978	Graduated	1978	
VOCATIONAL / TRADE COURSE							
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Arts	1978	1982	Graduated	1982	
GRADUATE STUDIES							

SIGNATURE		DATE
[Signature]		7/20/18

[illegible]

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

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(Continue on separate sheet if necessary)

7/20/18

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / 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		

(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			
	Orientation of Clerks on Department-Based and HRMP'S ON Personnel Documents/Requirements	Sept. 11, 2017		8		HRMDO
	Records Management Training	July 6, 2017	July 7, 2017	16		HRMDO
	Cash Management and Control System	June 30, 2017	June 15, 2017	24		Commision on Audit -R8
	Reorientation Seminar of Frontliners	July 7, 2011		8		HRMDO
	Training on RA 9184 and its Revised IRR (Modules 1,II & V)	7/29/2010		8		DBM RO-VIII
	Seminar on Total Quality Management Among Administrative Personnel	3/18/2010	3/19/2010	16		HRMDO
	Seminar on Customer Service and Implementation of the Citizens Charter	9/22/2009		8		HRMDO
	Seminar- Workshop on Supply & Property Management	3/5/2004		8		HRMDO
	Microsoft Excel & Microsoft Word Trainings	6/11/2003	6/12/2003	16		DCST
	Career and Personality Development for Clerks & Other Administrative Staff	5/19/2003	5/20/2003	16		HRMDO
	Team Building Workshop of Staff Involved in the Preparation and Processing of Documents Relative to Procurement	6/26/2001	6/27/2001	16		HRMDO
	Planning-Workshop on Improving the Efficiency in the Processing of Documents Involving Purchase of Supplies and Materilas	5/18/1999		8		HRMDO
	Values Orientation Workshop (VOW)	8/17/1998	8/19/1998	24		Civil Service -R8 Tacloban City
	Visca's Policies and CSC Rules	3/6/1998		8		HRMDO


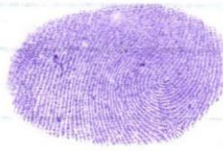
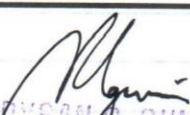
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Cooking				ADPA
	Sports & Dancing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/26/18
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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 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 type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____ <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		ADDRESS
Renante Gorgonio		Adm. Officer -LGU Baybay
Atty. Florante Cayunda		Board Member , 5th District -Leyte
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		 Signature (Sign inside the box) Date Accomplished
Government Issued ID: V00045		
ID/License/Passport No.: EC5619565		
Date/Place of Issuance: Oct. 7, 2015 -DFA TACLOBAN		
		 Right Thumbmark
SUBSCRIBED AND SWORN to before me this <u>AUG 01 2018</u> , affiant exhibiting his/her validly issued government ID as indicated above.		
 ATTY. EYSAN D. GUINODOC VSULEGAL OFFICER Person Administering Oath		



PHOTO



Right Thumbmark

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

- Duration: February 15, 1983 – June 30, 2007
- Position: Administrative Aide III
- Name of Office/Unit: Supply Office
- Immediate Supervisor: Alfredo Arradaza, Jr. / Myrna Ramirez
- Name of Agency/Organization : Visayas State College of Agriculture
- List of Accomplishments and Contributions (if any)
 - Prepared Canvass Papers/ Abstract of Quotations/Purchase Orders.
 - **Served as Canvasser/ Buyer in the absence of the Person In-charge.**
- Summary of Actual Duties
 - Prepares Canvass Papers
 - Prepares Abstract of Quotations and Purchase Orders
 - Arrange approved supporting documents for attachment for payment to suppliers.

- Duration: July 1, 2007 – September 30, 2011
- Position: Administrative Aide III
- Name of Office/Unit: Registrars Office
- Immediate Supervisor: Erlinda N. Mariscal
- Name of Agency/Organization : Visayas State University
- List of Accomplishments and Contributions (if any)
 - Prepared Registration Permits before enrolment
 - Evaluates students who enrolled BS CHEM, BS ECON, BS NURSING & BS BIOTECHNOLOGY.
 - Prepared Transcripts of Records & Certifications of students.
 - Filed students records; COR, Diploma, TOR & Certifications.
- Summary of Actual Duties
 - Prepares Registration Permits; Evaluates subjects of students under BS CHEM, BS ECON. BS NURSING & BS BIOTECHNOLOGY; Prepares TOR & Certifications of students who graduates; Files students records.

Duration: October 1, 2007 - present

- Position: Administrative Aide IV
- Name of Office/Unit: CASH OFFICE
- Immediate Supervisor: CORAZON U. NUEVO
- Name of Agency/Organization : Visayas State University

- List of Accomplishments and Contributions (if any)

- Prepared checks under Fund 164 (STF).
- Prepared Reports (RCIC) under Fund 164 (STF)
- Served as cashier during enrolments and in the absence of the In-Charge.
- Filed Memorandums
- Updates/Arrange High School Records (COR) and prepared Quarterly Reports of Accounts Receivables.
- Served checks of different suppliers in Ormoc & Tacloban.
- Submitted renewal of VSU's bonded officials to the Bu. Of Treasury –R8.

- Summary of Actual Duties

- Prepares checks under Fund 164 (STF); Prepares Reports (RCIC) under Fund 164; Served as cashier in the absence of the In-charge and during enrolment; Files memorandums; Updates/Files High school records (COR); prepares quarterly reports of Accounts Receivables of High School; Served checks to Ormoc/ Tacloban suppliers; and submits renewal of all bonded VSU's bonded officials in the Bu. Of Treasury.



THELMA P. APAS

(Signature over Printed Name
of Employee/Applicant)

Date: July 26, 2018