

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.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ANDRES		
FIRST NAME	DALISAY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	FORNES		
3. DATE OF BIRTH (mm/dd/yyyy)	10/24/1968	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 checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	A. BONIFACIO ST. House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.55 m	ZIP CODE	6521
8. WEIGHT (kg)	53 kg		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	A. BONIFACIO ST. House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSI\$ ID NO.	68102402093	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0024-0484		
12. PHILHEALTH NO.	13-000014960-9		
13. SSS NO.	06-1221131-3	19. TELEPHONE NO.	563-7751
14. TIN NO.	140-031-458	20. MOBILE NO.	0929-273-2846
15. AGENCY EMPLOYEE NO.	V00053	21. E-MAIL ADDRESS (if any)	dollandres36@gmail.com / dalisay.andres@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ANDRES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NELSON	NAME EXTENSION (JR., SR)	DANEL AURA F. ANDRES	4/25/2003
MIDDLE NAME	JUNTILLA			
OCCUPATION	SELF-EMPLOYED			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	FORNES			
FIRST NAME	ANANIAS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BOHOLST			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILLARUEL			
FIRST NAME	EPIFANIA			
MIDDLE NAME	VINCULADO		(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	PRIMARY EDUCATION	1975	1981	N/A	1981	HIGH SCHOLASTIC HONOR
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1981	1985	N/A	1985	N/A
VOCAIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN COMMERCE - MAJOR IN ACCOUNTING	1985	1989	N/A	1989	N/A
GRADUATE STUDIES	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	1999	2001	15 UNITS	N/A	N/A

SIGNATURE		DATE	July 10, 2019
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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
CSC SUB-PROFESSIONAL	81.69%	6/29/1997	CEBU CITY	96-249505	7/10/1997
STENOGRAPHER	88.71%	10/28/2000	PALO, LEYTE	800041	11/6/2000
(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 (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2019	PRESENT	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	201,096.00	(08-1)	PERMANENT	YES
01/1/2018	12/31/2018	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	195,384.00/ YEAR	(08-1)	PERMANENT	YES
8/1/2017	12/31/2017	ADMINISTRATIVE ASSISTANT II	VISAYAS STATE UNIVERSITY	189,816.00/ YEAR	(08-1)	PERMANENT	YES
6/1/2011	7/31/2017	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	143,904.00/ YEAR	(06-1)	PERMANENT	YES
6/24/2010	5/31/2011	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	132,744.00/ YEAR	(06-1)	PERMANENT	YES
3/25/2010	6/23/2010	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	121,596.00/ YEAR	(06-1)	PERMANENT	YES
7/1/2009	3/24/2010	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	104,556.00/ YEAR	(04-1)	PERMANENT	YES
7/1/2008	6/30/2009	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	94,692.00/ YEAR	(04-1)	PERMANENT	YES
7/1/2007	6/30/2008	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	81,696.00/ YEAR	(03-2)	PERMANENT	YES
5/17/2007	6/30/2007	ADMINISTRATIVE AIDE III	LEYTE STATE UNIVERSITY	72,468.00/ YEAR	(03-2)	PERMANENT	YES
12/1/2004	5/16/2007	ADMINISTRATIVE AIDE III	LEYTE STATE UNIVERSITY	72,468.00/ YEAR	(03-1)	PERMANENT	YES
5/17/2004	11/30/2004	CLERK I	LEYTE STATE UNIVERSITY	72,468.00/ YEAR	(03-1)	PERMANENT	YES
7/1/2001	5/16/2004	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	274.50/ DAY	(03-1)	CASUAL	YES
1/1/2000	6/30/2001	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	261.41/ DAY	(03-1)	CASUAL	YES
1/1/1999	12/31/1999	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	237.64/ DAY	(03-1)	CASUAL	YES
1/1/1998	12/31/1998	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	237.64/ DAY	(03-1)	CASUAL	YES
1/1/1997	12/31/1997	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	237.64/ DAY	(03-1)	CASUAL	YES
1/1/1996	12/31/1996	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	225.27/ DAY	(03-1)	CASUAL	YES
1/1/1995	12/31/1995	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	179.82/ DAY	(03-1)	CASUAL	YES
1/1/1994	12/31/1994	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	134.36/ DAY	(03-1)	CASUAL	YES
1/1/1993	12/31/1993	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00/ DAY	(03-1)	CASUAL	YES
1/1/1992	12/31/1992	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00/ DAY	(03-1)	CASUAL	YES
1/1/1991	12/31/1991	CLERK I	VISCA FOUNDATION FOR AGRIC. & RESEARCH DEVELOPMENT	98.0 0/ DAY	(03-1)	CONTRACTUAL	NO
1/1/1990	12/31/1990	CLERK I	VISCA FOUNDATION FOR AGRIC. & RESEARCH DEVELOPMENT	98.00/ DAY	(03-1)	CONTRACTUAL	NO
11/2/1989	11/30/1989	CLERK I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00/ DAY	(03-1)	CASUAL	YES
(Continue on separate sheet if necessary)							

SIGNATURE



DATE

JULY 10, 2019



29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	BLACKWOOD FILIPINO-AUSTRALIAN GROUP	1/2/2015	1/2/2015	8	TYPHOON HAIYAN VOLUNTEER - PACKING/REPACKING AND DISTRIBUTION OF RELIEF GOODS
	IMMACULATE CONCEPTION PARISH, BAYBAY	2/27/2016	2/27/2016	6	ASSISTS DURING CONFIRMATION RITES
	CATECHIST, PEDRO DE VEYRA - ZONE 14, BAYBAY CITY, LEYTE	5/7/2016	5/7/2016	4	SERVED AS CATECHIST
	FEEDING PROGRAM, PEDRO DE VEYRA - ZONE 14, BAYBAY CITY, LEYTE	5/8/2016	5/8/2016	4	INVOLVED IN FEEDING PROGRAM
	CATECHIST, PEDRO DE VEYRA - ZONE 14, BAYBAY CITY, LEYTE	5/21/2016	5/21/2016	4	SERVED AS CATECHIST
	FEEDING PROGRAM, PEDRO DE VEYRA - ZONE 14, BAYBAY CITY, LEYTE	5/22/2016	5/22/2016	4	INVOLVED IN FEEDING PROGRAM
	CATHOLIC CHARISMATIC RENEWAL MOVEMENT - BAYBAY CHAPTER	11/5/2016	11/6/2016	16	ATTENDANCE TO THE 2ND REGIONAL CATHOLIC CHARISMATIC CONFERENCE


(Continue on separate sheet if necessary)

[illegible]

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER ENCODING	CERTIFICATE OF RECOGNITION AS SILVER JUBILARIAN, 12/29/2010 FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE	VSU-ADMINISTRATIVE PERSONNEL ASSOCIATION
SINGING		VSU-CREDIT AND DEVELOPMENT COOPERATIVE
PLAYING BADMINTON AND VOLLEYBALL		VSU-PERSONNEL ASSOCIATION

(Continue on separate sheet if necessary)










(Continue on 3)



DATE \_\_\_\_\_

JULY 10, 2019



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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. MOISES NEIL V. SERIÑO</td><td>DEPARTMENT OF ECONOMICS VISAYAS STATE UNIVERSITY</td><td>563-7751</td></tr><tr><td>DR. OTHELLO B. CAPUNO</td><td>OFFICE FOR RESEARCH &amp; EXTENSION VISAYAS STATE UNIVERSITY</td><td>563-7064</td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. MOISES NEIL V. SERIÑO	DEPARTMENT OF ECONOMICS VISAYAS STATE UNIVERSITY	563-7751	DR. OTHELLO B. CAPUNO	OFFICE FOR RESEARCH & EXTENSION VISAYAS STATE UNIVERSITY	563-7064			
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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>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: V00053</td></tr><tr><td>ID/License/Passport No.:</td></tr><tr><td>Date/Place of Issuance:</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: V00053	ID/License/Passport No.:	Date/Place of Issuance:	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>JULY 10, 2019</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	JULY 10, 2019	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this 10 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSA C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</td></tr></table>		 ATTY. RYSA C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath											
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