

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	TAN		
FIRST NAME	ANICETO		NAME EXTENSION (JR., SR)
MIDDLE NAME	DUMANDAN		
3. DATE OF BIRTH (mm/dd/yyyy)	SEPT. 08, 1963	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay, Leyte	FILIPINO	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input 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	
7. HEIGHT (m)	164		House/Block/Lot No. Street
8. WEIGHT (kg)	76		SITIO SUBA PLARIDEL
9. BLOOD TYPE	O+		Subdivision/Village Barangay
10. GSIS ID NO.	B63S8ADT011		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	0801-340981.03		City/Municipality Province
12. PHILHEALTH NO.	13-025001436-8	18. PERMANENT ADDRESS	
13. SSS NO.	03-8189148-8		-same- House/Block/Lot No. Street
14. TIN NO.	116-627-147		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	00-652		City/Municipality Province
		19. TELEPHONE NO.	None
		20. MOBILE NO.	0906 905 1588
		21. E-MAIL ADDRESS (if any)	adtan_pbl@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DAJAO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANGELINA	PATRICK L. TAN	11/16/1984
MIDDLE NAME	POLO	DIANA L. TAN	3/20/1985
OCCUPATION	HOUSEKEEPER	JOHN MAYO L. TAN	5/9/1989
EMPLOYER/BUSINESS NAME	None	MY ANNE D. TAN	12/21/2000
BUSINESS ADDRESS		RAIZEL ANNE D. TAN	11/27/2002
TELEPHONE NO.			
24. FATHER'S SURNAME	TAN		
FIRST NAME	RICARDO		
MIDDLE NAME	ORAPA		
25. MOTHER'S MAIDEN NAME	DUMANDAN		
SURNAME	LYDIA		
FIRST NAME	LINGATONG		
MIDDLE NAME			

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	Plaridel Central School	Primary	1971	1976		1976	
SECONDARY	Plaridel National High School	Secondary	1976	1980		1980	
VOCATIONAL / TRADE COURSE							
COLLEGE	Franciscan College of the Immaculate Conception (FCIC)	B. S. Commerce	1980	1985		1985	
GRADUATE STUDIES							

SIGNATURE	DATE
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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
DATA ENCODER (category 1)		JULY 20,2006	TACLOBAN CITY	26080138	7/20/2006

(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 "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2018	Present	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2017	12/31/2017	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2015	12/31/2016	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2014	12/31/2014	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2013	12/31/2013	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2012	12/31/2012	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2011	12/31/2011	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2010	12/31/2010	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2009	12/31/2009	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2008	12/31/2008	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2007	12/31/2007	ADM. AIDE III	VISAYAS STATE UNIVERSITY			CASUAL	YES
1/1/2006	12/31/2006	ADM. AIDE III	LEYTE STATE UNIVERSITY			CASUAL	YES
1/1/2005	12/31/2005	ADM. AIDE III	LEYTE STATE UNIVERSITY			CASUAL	YES
1/1/2004	12/31/2004	CLERK I	LEYTE STATE UNIVERSITY			CASUAL	YES
1/1/2003	12/31/2003	CLERK I	LEYTE STATE UNIVERSITY			CASUAL	YES
1/1/2002	12/31/2002	CLERK I	LEYTE STATE UNIVERSITY			CASUAL	YES
9/5/2001	12/31/2001	CLERK I	LEYTE STATE UNIVERSITY			CASUAL	YES
6/1/1999	8/30/2001	ADM. AIDE III	LEYTE STATE UNIVERSITY			JO	Yes
1/30/1997	4/30/1999	Computer Operator	Abdullah H. Al-Shuwayer Co.			OCW	No
9/15/1991	5/30/1997	Warehouseman	Abdullah H. Al-Shuwayer Co.			OCW	No
1/1/1991	8/31/1991	DATA ENTRY MACHINE OPERATOR	Visca			CASUAL	YES
1/1/1990	12/31/1990	DATA ENTRY MACHINE OPERATOR	Visca			CASUAL	YES
7/1/1989	12/31/1989	DATA ENTRY MACHINE OPERATOR	Visca			CASUAL	YES
11/1/1988	6/30/1989	INPUT MACHINE OPERATOR	Visca			CASUAL	YES
6/1/1988	10/31/1988	CLERK	Visca			CASUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

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

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			
	HIV in the Workplace Seminar	Dec. 9, 2016	Dec. 9, 2016			VSU Hospital
	Gender and Development for Frontliners	Sept. 16, 2016	Sept. 16, 2016			
	Revised IRR (Moduels I, II and V)	July 29, 2010	July 29, 2010			DBM RO VIII
	Total Quality Mgt. Training Among Admin. Personnel	Nov. 13, 2009	Nov. 14, 2009			ODAHRD
	Open Source Application	March 18, 2009	March 18, 2009			ICTU
	Orientation & Briefing on Faculty	June 20, 2006	June 20, 2005			
	Workload Computation & Teacher's					
	Evaluation					OCI
	Segregation of Wastes. Processing of Recyclables					
	and Compost Making	Sept. 27, 2003	Sept. 30, 2003			VSU
	Innovative Curriculum Development					
	Consultation-Workshop	Nov. 21, 2003	Nov. 21, 2003			FARMI
	Career & Personality Development for Clerks					
	& Other Administrative Staff	May 21, 2003	May 22, 2003			VSU
	Pre-Membership Seminar of LSUCDC	Nov. 24, 2001	Nov. 24, 2001			VSUCDC
	System Analysis & Design	May 13, 1991	May 25, 1991			VSU

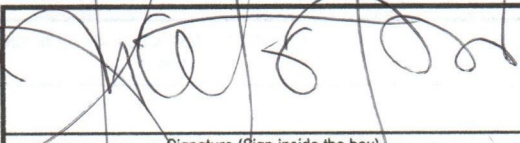
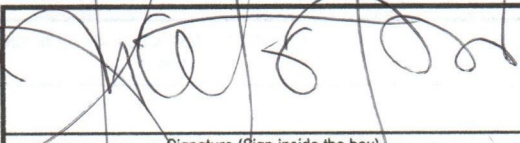
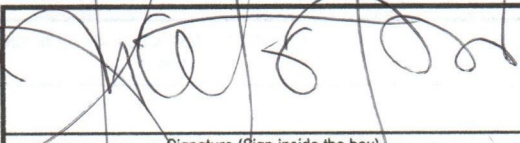

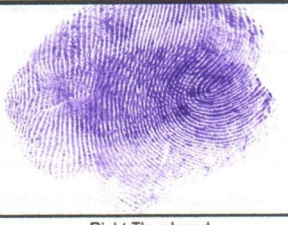

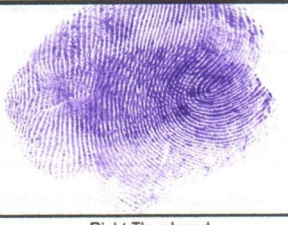

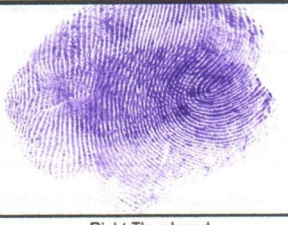
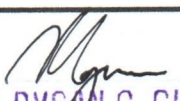
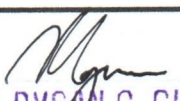
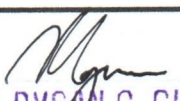
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
driving, viewing program/news on TV,		
growing ornamentals plants, listening		
classical music on radio, etc.		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUN 18, 2018
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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 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 border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Antonia Cecilia Y. Sandoval</td><td>Dept. Head, DCDE</td><td></td></tr><tr><td>Eliezer L. Velasco</td><td>University Registrar</td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Antonia Cecilia Y. Sandoval	Dept. Head, DCDE		Eliezer L. Velasco	University Registrar				
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Eliezer L. Velasco	University Registrar												
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 border="1"><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>VSU I.D - V000652</td></tr><tr><td>ID/License/Passport No.:</td><td>N04-87-046379</td></tr><tr><td>Date/Place of Issuance:</td><td>9/8/2015 Baybay City, Leyte</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:	VSU I.D - V000652	ID/License/Passport No.:	N04-87-046379	Date/Place of Issuance:	9/8/2015 Baybay City, Leyte	<table border="1"><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>June 18, 2018</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	June 18, 2018	Date Accomplished
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SUBSCRIBED AND SWORN to before me this <u>JUN 27 2018</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table border="1"><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR</td></tr><tr><td>VSU LEGAL OFFICER</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR	VSU LEGAL OFFICER	Person Administering Oath								
													
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