

PERSONAL DATA SHEET

Print legibly Mark appropriate boxes ☐ with " / " and use separate sheet if necessary 1. CS ID No. (to be filled y CSC)

I. PERSONAL INFORMATION

2. SURNAME	G A Y A N I L O			3. NAME EXTENSION (e.g. Jr. Sr.)	N/A
FIRST NAME	M A F E				
MIDDLE NAME	L I M S I A C O				
4. DATE OF BIRTH (mm/dd/yyyy)	12	18	/	74	
5. PLACE OF BIRTH	Hinigaran, Negros Occidental				
6. SEX	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female			
7. CIVIL STATUS	<input type="checkbox"/> Single	<input type="checkbox"/> Widowed			
	<input checked="" type="checkbox"/> Married	<input type="checkbox"/> Separated			
	<input type="checkbox"/> Annulled	<input type="checkbox"/> Others, specify _____			
8. CITIZENSHIP	FILIPINO				
9. HEIGHT (m)	150.5CM				
10. WEIGHT (kg)	53 Kgs.				
11. BLOOD TYPE	"O"				
12. GSIS ID NO.	74121800750				
13. PAG-IBIG ID NO.	17000026927				
14. PHILHEALTH NO.	13-000015361-4				
15. SSS NO.	07-1714919-9				
16. RESIDENTIAL ADDRESS	Kanlaon, graduate Dormitory VSU, Visca, Baybay City, Leyte				
	ZIP CODE 6521				
17. TELEPHONE NO.	-none-				
18. PERMANENT ADDRESS	140 Sto. Niño, Tanauan, Leyte				
	ZIP CODE 6502				
19. TELEPHONE NO.	None				
20. E-MAIL ADDRESS (if any)	pinglabio@yahoo.com				
21. CELL PHONE NO. (if any)	9778313300				
22. AGENCY EMPLOYEE NO.	V000626				
23. TIN	910-237-140				

II. FAMILY BACKGROUND

24. SPOUSES' SURNAME	G A Y A N I L O	25. NAME OF CHILDREN (Write full name and list all)	Date of Birth (mm/dd/yyyy)
FIRST NAME	J O E Y	N/A	/ /
MIDDLE NAME	G E L L O- A N O	N/A	/ /
OCCUPATION	S A L E S M A N	N/A	/ /
EMPLOYER/BUS. NAME	Saudi Company for Hardware	N/A	/ /
BUSINESS ADDRESS	Thakasussi St. Riyadh, KSA	N/A	/ /
TELEPHONE NO.		N/A	/ /
(Continue on separate sheet if necessary)			
26. FATHER'S SURNAME	Limsiaco		9 16 1938
FIRST NAME	Renato, Sr.		/ /
MIDDLE NAME	Garanchon		/ /
27. MOTHER'S MAIDEN NAME			/ /
SURNAME	Labioso		9 1 1943
FIRST NAME	Erlinda		/ /
MIDDLE NAME	Mijares		/ /
(Continue on separate sheet if necessary)			

III. EDUCATIONAL BACKGROUND

28. LEVEL	NAME OF SCHOOL (Write in full)	DEGREE/ COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE From To	SCHOLARSHIP ACADEMIC/ HONORS RECEIVED
ELEMENTARY	Talaban Elem. School	Elementary	1987		1980 1986	-
SECONDARY	Stela Maris Academy	Secondary	1991		1989 1990	-
VOCATIONAL/ TRADE COURSE						
COLLEGE	Binalbagan Catholic College (BCC)	Bachelor of Science in Commerce- Management		Diploma	1991 1996	
GRADUATE STUDIES	VSU	Master in Management	6 units		2012	
(Continue on separate sheet if necessary)						

IV. CIVIL SERVICE ELIGIBILITY							
29 CAREER SERVICE/RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/CES/CSEE	RATING	DATE OF EXAMINATION/ CONFERMENT	PLACE OF EXAMINATION/ CONFERMENT	LICENSE (if applicable)			
				NUMBER	DATE OF RELEASE		
DATA ENCODER	74%		TESDA-Tacloban City	-	-		
Sub Prof	80.01	3-May-15	Leyte High, Tacloban City		7/14/15		
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE (Include private employment. Start from your current work)							
30. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)	DEPARTMENT/AGENCY OFFICE/COMPANY (Write in full)	MONTHLY SALARY	SALARY GRADE & STEP INCREMENT (Format "00-0")	STATUS OF APPOINT- MENT	GOV'T SERVICE (Yes/No)
From	To						
4/19/1999	12/31/1999	Messenger	Office of the Director for Administration	218.00	SG-2	Casual	Yes
			ViSCA				
1/1/2000	12/31/2000	Messenger	Office of the Director for Administration	239.82	SG-2	Casual	Yes
			ViSCA				
1/1/2001	12/31/2002	Messenger	Office of the Director for Administration	251.82	SG-2	Casual	Yes
			ViSCA				
1/1/2002	12/31/2002	Messenger	Office of the Director for Administration	251.82	SG-2	Casual	Yes
			LSU				
1/1/2003	12/31/2003	Messenger	Office of the Director for Administration	251.82	SG-2	Casual	Yes
			LSU				
1/1/2004	12/31/2004	Messenger	Office of the Director for Administration	251.82	SG-2	Casual	Yes
			LSU				
1/1/2005	12/31/2005	Administrative Aide II	Office of the Director for Administration	251.82	SG-2	Casual	Yes
			LSU				
1/1/2006	12/31/2006	Administrative Aide II	Office of the Director for Administration	277.00	SG-2	Casual	Yes
/ /	/ /		LSU				
1/1/2007	12/31/2007	Administrative Aide II	Office of the Director for Administration	277.00	SG-2	Casual	Yes
/ /	/ /		VSU				
1/1/2008	6/30/2008	Administrative Aide II	Office of the Director for Administration	277.00	SG-2	Casual	Yes
/ /	/ /		VSU				
7/1/2008	12/31/2008	Administrative Aide II	Office of the Director for Administration	304.68	SG-2	Casual	Yes
1/1/09	12/31/2009	Administrative Aide II	do-	304.68	SG-2	Casual	Yes
1/1/2010	12/31/2010	Administrative Aide II	Office of the Director for Administration	304.68	SG-2	Casual	Yes
1/1/2011	6/30/2011	Administrative Aide II	Office of the Director for Administration	304.68	SG-2	Casual	Yes
7 Jan-11	7/31/2011	Administrative Aide II	Office of the Director for Administration	338.45	SG-2	Casual	Yes
1/1 /12	3 / 31 /12	Administrative Aide IV	ODAHRD	433.45	SG-2	Casual	Yes
1-Apr-12	12/31/12	Administrative Aide IV	ODAHRD	433.45	SG-2	Casual	Yes
1 / 01 /13	6 /30 /13	Administrative Aide IV	ODAHRD	433.45	SG-2	Casual	Yes
7 /01 /13	12 /31/13	Administrative Aide IV	ODAHRD	470.82	SG-2	Casual	Yes
1 14-Jan	06 /30 /14	Administrative Aide IV	ODAHRD	470.82	SG-2	Casual	Yes
7 / 01 /14	12/31/2014	Administrative Aide IV	ODAHRD	470.82	SG-2	Casual	Yes
01 /01/15	06 /30 /15	Administrative Aide IV	ODAHRD	508.23	SG-4	Casual	Yes
07 /01 /15	12 / 31 /15	Administrative Aide IV	ODAHRD	508.23	SG-4	Casual	Yes
01 /01 /16	2/29/2016	Administrative Aide IV	ODAHRD	508.23	SG-4	Casual	Yes
3/1/2016	12/31/2016	Administrative Aide III	ODAHRD	517.59	SG-3	permanent	yes
01 /01 /2017	03/15/17	Administrative Aide III	ODAHRD	518.59	SG-4	permanent	yes
/ /	/ /						
(Continue on separate sheet if necessary)							

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/NON-GOVERNMENT/PEOPLE/VOLUNTARY ORGANIZATIONS

31. 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. TRAINING PROGRAMS (Start from the most recent training)




32. TITLE OF SEMINAR/CONFERENCE WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		
Gender Sensitivity Training & Sexual Harrasment Orientation	9/17, 2012		8	ISRDS-VSU
Internal Quality Audit Training	23-Jan-17	25-Jan-17	18	AJA Registrars Inc.
Seminar on 5S & Records Management	18-Feb-17		8	ODAHRD-VSU
Re-orientation Seminar on Customer Service, Work Values and anti-Red Tape law	9/10/2014		8	ODAHRD-VSU
Seminar on Fire Prevention	9/12/2012		8	Baybay Bureau of Fire
Planning-Workshop: On the Preparation & Processing of Documents Relative to Procurement"	5/12/2015		8	ODAHRD-VSU
Briefing of Staff Invlied in the Conduct of Evaluation of Academic Staff by the Students	1/14/2013		8	ODAHRD-VSU
HR Congress: Celebrating the 2014 Outstanding Public Officials and employees	9/26/2014		8	CSC Region 8
2-day Writeshops on Individual Work Instruction in preparation with the ISO Accreditation	4/23, 2015	4/24, 2014	16	ODAHRD-VSU

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

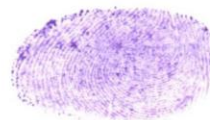
33. SPECIAL SKILLS/HOBBIES:	34. NON-ACADEMIC DISTINCTIONS/ RECOGNITION (Write in full)	35. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
cooking, collecting planting materials etc.	Loyalty Award	Administrative Personnel Association
Computer literate	Length of Service Awards	Visayas State University Ccredit Cooperative
(Ms Word, Microsoft Excel , Power Point)	Service Keeper Award	

(Continue on separate sheet if necessary)

<p>36. 36 Are you related by consanguinity or affinity to any of the following:</p> <p>a. Within the third degree (for NATIONAL GOVERNMENT Employees): appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?</p> <p>b. Within the fourth degree (for LOCAL GOVERNMENT Employees): appointing authority or recommending authority where you are appointed?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p>												
<p>37. a. Have you ever been formally charged?</p> <p>b. Have you ever been guilty of any administrative offense?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p>												
<p>38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p>												
<p>39. 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, AWOL or phased out, in the public or private sector?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p>												
<p>40. Have you ever been a candidate in a national or local election (except Barangay election)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p>												
<p>41. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and © Solo Parents Welfare Act of 2000) RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you differently abled?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, pls. specify: _____</p> <p>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, pls. specify: _____</p> <p>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, pls. specify: _____</p> <p>_____</p>												
<p>42. REFERENCES (Person not related by consanguinity or affinity to applicant/ appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. Lourdes B. Cano</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>563-7643</td> </tr> <tr> <td>Ms. Asteria A. Sevilla</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>563-7643</td> </tr> <tr> <td>Ms. Lourdes C. Managbanag</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>563-7643</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Lourdes B. Cano	VSU, Visca, Baybay City, Leyte	563-7643	Ms. Asteria A. Sevilla	VSU, Visca, Baybay City, Leyte	563-7643	Ms. Lourdes C. Managbanag	VSU, Visca, Baybay City, Leyte	563-7643
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<p>43. I declare under oath that this Personnel Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines</p> <p>I also authorize the agency head/ authorized representative to verify/ validate the contents stated herein. I trust that this information shall remain confidential.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1112049</td> </tr> <tr> <td style="text-align: center;">COMMUNITY TAX CERTIFICATE NO.</td> </tr> <tr> <td style="text-align: center;">Baybay City, Leyte</td> </tr> <tr> <td style="text-align: center;">ISSUED AT</td> </tr> <tr> <td style="text-align: center;">10-Jan-17</td> </tr> <tr> <td style="text-align: center;">ISSUED ON (mm/dd/yy)</td> </tr> </table>	1112049	COMMUNITY TAX CERTIFICATE NO.	Baybay City, Leyte	ISSUED AT	10-Jan-17	ISSUED ON (mm/dd/yy)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 80px;">  SIGNATURE (Sign Inside the box) </td> <td style="text-align: center; height: 80px;"> March 13, /2017 DATE ACCOMPLISHED </td> </tr> </table>	 SIGNATURE (Sign Inside the box)	March 13, /2017 DATE ACCOMPLISHED				
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<p>CS FORM 212 (Revised 2005, page 4 of 4)</p>													



PHOTO



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