

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 (☐) 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	LAYOLA		
FIRST NAME	LESTER	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GUARTE		
3. DATE OF BIRTH (mm/dd/yyyy)	01/05/1988	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: Philippines
4. PLACE OF BIRTH	Maasin City	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	purok 1 Street Santa Cruz Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	Purok 4 Street Cabulihan Barangay MAASIN (Capital) SOUTHERN LEYTE City/Municipality Province NULL
8. WEIGHT (kg)	76.00	19. TELEPHONE NO.	(
9. BLOOD TYPE	O+	20. MOBILE NO.	091-640-7955
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	lester.layola@vsu.edu.ph
11. PAG-IBIG ID NO.	121201373331		
12. PHILHEALTH NO.	130001034317		
13. SSS NO.	0626440138		
14. TIN NO.	413564615		
15. AGENCY EMPLOYEE NO.	V02019		


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LAYOLA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BRENDA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUALBERTO	ZEITH IVAN G. LAYOLA	03/18/2013
OCCUPATION	Agriculturist	ZOEY IVORY G. LAYOLA	01/04/2019
EMPLOYER/BUSINESS NAME	Department of Agriculture (DA) Regional Office 8 --		
BUSINESS ADDRESS	Tacloban City		
TELEPHONE NO.			
24. FATHER'S SURNAME	LAYOLA		
FIRST NAME	EFREN	NAME EXTENSION (JR., SR) Sr.	
MIDDLE NAME	AROY		
25. MOTHER'S MAIDEN NAME	virginia c guarte		
SURNAME	GUARTE		
FIRST NAME	VIRGINIA		
MIDDLE NAME	CARINO	(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	Cabulihan Elem. School	Elementary	1995	2001		2001	N/A
SECONDARY	Guadalupe National High School	High School	2001	2005		2005	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Saint Joseph College	Bachelor of Science in Business Administration (Major in Human Resource development Management)	2020	2024	4 th year	2024	N/A
GRADUATE STUDIES	N/A						


(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/09/2025
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[illegible]

V WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	01/09/2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-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		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)


[illegible]

(Continue on separate sheet if necessary)

VII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/09/2025
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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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☒ 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? ☐ YES ☒ 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? ☐ YES ☒ 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)? ☐ YES ☒ NO

If YES, give details: _____

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? ☐ YES ☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ 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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
JESSAMINE C. ECLEO	VSU- Main Campus	09985550106
Dilberto O. Ferraren	VSU, baybay city	09176341488
Alicia M. Flores	Guadalupe baybay city	09464928865

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.



LESTER G. LAYOLA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PAGIBIG**

ID/License/Passport No.: **121201373331**

Date/Place of Issuance: **04/10/2018 / ormoc city**



Signature (Sign inside the box)

01/09/2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **10 JAN 2025**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON

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.

Sample: If applying to Supervising Administrative Officer

- Duration: March 1, 2022 – Present
- Position: Canvasser
- Name of Office/Unit: Procurement Office
- Immediate Supervisor: Jessamine C. Ecleo
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Serve as driver/canvasser of the Procurement Office
 - Determine the mode of procurement to be followed for all request subject to alternative mode of procurement.
 - Canvass supplies and materials requested by the end users to and from suppliers/external providers.
 - Haul cargo purchased goods from Cebu suppliers to and from the port.
 - Prepare Request for Quotations (RFQ's) serve/retrieve Procurement documents and BAC documents to suppliers/external providers.
 - Negotiate procurement terms and conditions with various suppliers.
 - File documents of every suppliers.
 - Update price list of goods and services.
 - Does other tasks as mandated by the supervisor



 LESTER G. LAYOLA

(Signature over Printed Name
of Employee/Applicant)

Date: _____

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