

# 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                    | GAYANILO  |   |  |
| FIRST NAME                    | MA. FE  |   | NAME EXTENSION (JR., SR)   |
| MIDDLE NAME                   | LIMSIACO  |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 12/18/1974  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | Hinigaran, Negros Occidental  | If holder of dual citizenship, please indicate the details. |  |
| 5. SEX                        | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female  | Philippines   |  |
| 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                                     | Kanlaon Graduate Dormitory<br>House/Block/Lot No. Street<br>Subdivision/Village Brgy. Pangasugan<br>Baybay City Leyte<br>City/Municipality Province  |
| 7. HEIGHT (m)                 | 0.12954 Meter   | ZIP CODE  | 6521   |
| 8. WEIGHT (kg)                | 1.55m   | 18. PERMANENT ADDRESS                                       | LopezJaena Street<br>House/Block/Lot No. Street<br>Subdivision/Village Brgy. Talaban<br>Himamaylan City Negros Occidental<br>City/Municipality Province  |
| 9. BLOOD TYPE                 | "O"   | ZIP CODE  | 6108   |
| 10. GSIS ID NO.               | 74121800750   | 19. TELEPHONE NO.   | 053-563-7643   |
| 11. PAG-IBIG ID NO.           | 17000026927   | 20. MOBILE NO.  | 0977-831-3300  |
| 12. PHILHEALTH NO.            | 13-000015361-4  | 21. E-MAIL ADDRESS (if any)                                 | pinglabio@yahoo.com  |
| 13. SSS NO.                   | 07-1714919-9  |   |  |
| 14. TIN NO.                   | 910-237-140   |   |  |
| 15. AGENCY EMPLOYEE NO.       | V000626   |   |  |

## II. FAMILY BACKGROUND

|                          |   |                              |   |                            |
|--------------------------|---|------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | GAYANILO  |                              | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | JOEY  | NAME EXTENSION (JR., SR)     |   |                            |
| MIDDLE NAME              | GELLO-ANO   |                              | N/A   | N/A                        |
| OCCUPATION               | INVENTORY COORDINATOR   |                              |   |                            |
| EMPLOYER/BUSINESS NAME   | SACO COMPANY FOR HARDWARE   |                              |   |                            |
| BUSINESS ADDRESS         | 2790 a Amir Sultan Ibn Abdul Aziz-Al Madhar Ash Shamah, Unit No. 117, Ar Riyadh 12314-6936, Kingdom of Saudi Arabia |                              |   |                            |
| TELEPHONE NO.            | 966599112710  |                              |   |                            |
| 24. FATHER'S SURNAME     | LIMSIACO  |                              |   |                            |
| FIRST NAME               | RENATO  | NAME EXTENSION (JR., SR) SR. |   |                            |
| MIDDLE NAME              | GARANCHON   |                              |   |                            |
| 25. MOTHER'S MAIDEN NAME |   |                              |   |                            |
| SURNAME                  | LABIOSO   |                              |   |                            |
| FIRST NAME               | ERLINDA   |                              |   |                            |
| MIDDLE NAME              | MIJARES   |                              |   |                            |

(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                | Talaban Elementary School      | Primary   | 1980                 | 1986 | N/A  | 1986           | N/A                                   |
| SECONDARY                 | Stella Maris Academy           | High School   | 1986                 | 1990 | N/A  | 1990           | NA/                                   |
| VOCATIONAL / TRADE COURSE | N/A                            | N/A   | N/A                  | N/A  | N/A  | N/A            | N/A                                   |
| COLLEGE                   | Binalbagan Catholic College    | Bachelor of Science in Commerce major in Management | 1991                 | 1996 | N/A  | 1996           | NA/                                   |
| GRADUATE STUDIES          | N/A                            | N/A   | N/A                  | N/A  | N/A  | N/A            | N/A                                   |

(Continue on separate sheet if necessary)

|           |      |                  |
|-----------|------|------------------|
| SIGNATURE | DATE | January 16, 2020 |
|-----------|------|------------------|



IV. CIVIL SERVICE ELIGIBILITY

| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) |                  |
|--|---------------------------|----------------------------------|-----------------------------------|-------------------------|------------------|
|  |                           |                                  |                                   | NUMBER                  | Date of Validity |
| Career Service SubProfessional Examination   | 80.01%                    | 5/3/2015                         | Tacloban City                     |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |

(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<br>(mm/dd/yyyy) |            | POSITION TITLE<br>(Write in full/Do not abbreviate) | DEPARTMENT / AGENCY / OFFICE / COMPANY<br>(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         |   |   |                |   |                       |                     |
| 3/16/2017                           | Present    | Administrative Aide IV                              | Visayas State University  | 12,155.00      |   | Permanent             | yes                 |
| 3/1/2016                            | 3/15/2017  | Administrative Aide III                             | Visayas State University  | 10,883.00      |   | Permanent             | yes                 |
| 1/1/2015                            | 12/31/2016 | Administrative Aide IV                              | Visayas State University  | 11,181.06      |   | Casual                | yes                 |
| 1/1/2014                            | 12/31/2014 | Administrative Aide IV                              | Visayas State University  | 10,358.04      |   | Casual                | yes                 |
| 7/1/2013                            | 12/31/2013 | Administrative Aide IV                              | Visayas State University  | 10,358.04      |   | Casual                | yes                 |
| 1/1/2013                            | 6/30/2013  | Administrative Aide IV                              | Visayas State University  | 9,535.90       |   | Casual                | yes                 |
| 1/1/2012                            | 12/31/2012 | Administrative Aide IV                              | Visayas State University  | 9,535.90       |   | Casual                | yes                 |
| 7/1/2011                            | 12/31/2011 | Administrative Aide II                              | Visayas State University  | 7,445.90       |   | Casual                | yes                 |
| 1/1/2011                            | 6/30/2011  | Administrative Aide II                              | Visayas State University  | 6,702.96       |   | Casual                | yes                 |
| 1/1/2010                            | 12/31/2010 | Administrative Aide II                              | Visayas State University  | 6,702.96       |   | Casual                | yes                 |
| 1/1/2009                            | 12/31/2009 | Administrative Aide II                              | Visayas State University  | 6,702.96       |   | Casual                | yes                 |
| 7/1/2008                            | 12/31/2008 | Administrative Aide II                              | Visayas State University  | 6,702.96       |   | Casual                | yes                 |
| 1/1/2008                            | 6/30/2008  | Administrative Aide II                              | Visayas State University  | 6,094.00       |   | Casual                | yes                 |
| 1/1/2007                            | 12/31/2007 | Administrative Aide II                              | Visayas State University  | 6,094.00       |   | Casual                | yes                 |
| 1/1/2006                            | 12/31/2006 | Administrative Aide II                              | Leyte State University  | 6,094.00       |   | Casual                | yes                 |
| 1/1/2005                            | 12/31/2005 | Administrative Aide II                              | Leyte State University  | 5,540.04       |   | Casual                | yes                 |
| 1/1/2004                            | 12/31/2004 | Messenger   | Leyte State University  | 5,540.04       |   | Casual                | yes                 |
| 1/1/2003                            | 12/31/2003 | Messenger   | Leyte State University  | 5,540.04       |   | Casual                | yes                 |
| 1/1/2002                            | 12/31/2002 | Messenger   | Visayas State College of Agriculture  | 5,540.04       |   | Casual                | yes                 |
| 1/1/2001                            | 12/31/2001 | Messenger   | Visayas State College of Agriculture  | 5,540.04       |   | Casual                | yes                 |
| 1/1/2000                            | 12/31/2000 | Messenger   | Visayas State College of Agriculture  | 5,276.04       |   | Casual                | yes                 |
| 4/19/1999                           | 12/31/1999 | Messenger   | Visayas State College of Agriculture  | 4,796.00       |   | Casual                | yes                 |
|                                     |            |   |   |                |   |                       |                     |
|                                     |            |   |   |                |   |                       |                     |
|                                     |            |   |   |                |   |                       |                     |
|                                     |            |   |   |                |   |                       |                     |
|                                     |            |   |   |                |   |                       |                     |
|                                     |            |   |   |                |   |                       |                     |

(Continue on separate sheet if necessary)

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|-----------|--|------|------------------|
| SIGNATURE |  | DATE | January 16, 2020 |
|-----------|--|------|------------------|



# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(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<br>(Write in full)   | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>(Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                            |
|-----|--|---|------------|-----------------|--|---|
|     |  | From  | To         |                 |  |   |
|     | Seminar Workshop on Records Matrix and NAP Form-1 Completion   | 12/13/2019                                    |            | 8               | Technical  | CCE, VSU Campus   |
|     | Meeting cum Writeshop Identifying/Preparing Evidence Requirements under PRIME-HRM  | 12/5/2019                                     | 12/6/2019  | 16              | Technical  | Sabin Hotel, Ormoc City   |
|     | 2019 Public Sector HR Symposium' Moving Together Toward Ambisyon Natin 2040"   | 7/24/2019                                     | 7/26/2019  | 24              | Technical  | PICC, Pasay City  |
|     | Effective Facilitating Skills and Proactive Intervention Techniques in Responding Student-at-Risk Situations                                       | 11/26/2018                                    | 11/27/2018 | 16              | Technical  | RDE Hall, VSU, Visca, Baybay City, Leyte                              |
|     | 2018 Eastern Visayas Human Resource Management Practitioners Excellence Summit   | 10/24/2018                                    | 10/25/2018 | 16              | Technical  | Summit Hotel, Tacloban City   |
|     | Career Planning and Development  | 9/4/2018                                      | 9/7/2018   | 32              | Technical  | Bohol Plaza Resort, Dauis Panglao, Tagbilaran City, Bohol             |
|     | Target Setting Workshop  | 8/20/2018                                     | 8/21/2018  | 16              | Technical  | Convention Center, VSU, Visca, Baybay City, L                         |
|     | 3-Day Consultative Workshop on the Proposed Revised Organizational Structure and Staffing Standards for SUCs (ROSSSS)                              | 1/31/2018                                     | 2/2/2018   | 24              | Technical  | Rizal Technological University, Boni Avenue, Mandaluyong City         |
|     | Orientation on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-ORHA)   | 11/20/2017                                    | 11/21/2017 | 16              | Technical  | Leyte Academic Center, Palo, Leyte                                    |
|     | Leave Administration Course for Effectiveness  | 9/27/2017                                     | 9/28/2017  | 16              | Technical  | PhilRootrops, VSU   |
|     | GSIS Pre-Retirement Seminar  | 10/13/2017                                    |            | 4               | Technical  | Maasin City   |
|     | 1st Service Excellence Summit for Leaders  | 9/22/2019                                     |            | 8               | Technical  | Oriental Leyte, Baras, Palo, Leyte                                    |
|     | Records Management Training  | 7/6/2017                                      | 6/7/2017   | 16              | Technical  | QAC, VSU  |
|     | Re-Orientation on the 5S Internal Audit Requirements   | 6/22/2017                                     |            | 8               | Technical  | Visayas State University  |
|     | Training Needs Analysis  | 5/22/2017                                     | 5/23/2017  | 16              | Technical  | Ravissant, Festive Delight Function Hall, Maharlika Highway, Tacloban |
|     | Estern Visayas Regional Congress of Human Resource Management  | 4/4/2017                                      | 4/6/2017   | 24              | HRM  | Civil Service Commission Region 8                                     |
|     | ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit   | 3/2/2017                                      | 3/3/2017   | 16              | Technical  | Visayas State University  |
|     | Seminar Workshop on 5'S & Records Management   | 2/17/2017                                     |            | 8               | Technical  | Visayas State University  |
|     | Strategic Planning Workshop  | 2/15/2017                                     | 2/17/2017  | 16              | Technical  | Visayas State University  |
|     | Internal Quality Audit Training  | 1/23/2017                                     | 1/25/2017  | 24              | Technical  | Visayas State University  |
|     | Orientation on probationary period among new permanent faculty & Staff   | 9/20/2016                                     |            | 8               | Technical  | Visayas State University  |
|     | Job induction and orientation/re-orientation of newly hired and promoted faculty & staff on values & Gender Development and Anti sexual harassment | 9/5/2016                                      |            | 8               | Technical  | Visayas State University  |
|     | Workshop to Review & Improve Citizen's Charter per CSC MC No. 14, s. 2016  | 9/1/2016                                      |            | 8               | Technical  | Visayas State University  |
|     | Writeshop in Making Institutional Portfolio for Institutional Accreditation  | 8/30/2016                                     | 8/31/2016  | 16              | Technical  | Visayas State University  |
|     | Writeshop on Quality Procedure   | 7/13/2016                                     | 7/14/2016  | 16              | Technical  | Visayas State University  |
|     | Workshop for AACUP Institutional Accreditation (2nd round)   | 5/10/2016                                     | 5/12/2016  | 24              | Technical  | Visayas State University  |
|     | K to 12 Transition Scholarship Nomination Workshop   | 3/11/2016                                     |            | 8               | Technical  | Commission on Higher education Region 8                               |
|     | PRIME-HRM Congress   | 2/1/2016                                      |            | 8               | HRM  | Civil Service Commission Region 8                                     |

(Continue on separate sheet if necessary)

# VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full)   |
|-----|----------------------------|-----|--|-----|---|
|     | Computer skills            |     | Keeper of Service Award                                    |     | Leyte State University Administrative Personnel Association |
|     | Cooking                    |     | Length of Service Award                                    |     |   |
|     | Swimming                   |     | Length of Service Award                                    |     |   |

(Continue on separate sheet if necessary)

|           |  |      |                  |
|-----------|--|------|------------------|
| SIGNATURE |  | DATE | January 16, 2020 |
|-----------|--|------|------------------|



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)?

☐ YES

☒ NO

☐ YES

☐ 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?

☐ YES

☒ NO

If YES, give details:

☐ 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)?

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:

☐ 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?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

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

| NAME                  | ADDRESS  | TEL. NO.      |
|-----------------------|--|---------------|
| Asteria A. Sevilla    | Brgy. Tinag-an, Albuera, Leyte                 | 63 9062716490 |
| Felicisma P. Israel   | Zone 6 532-C JA Santos St., Baybay City, Leyte | 63 9363194812 |
| Lourdes C. Managbanag | E. Jacinto St. Baybay City, Leyte              | 63 9261009570 |

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

Government Issued ID: VSU ID


ID/License/Passport No.: V000626

Date/Place of Issuance: VSU, Baybay City, Leyte


Signature (Sign inside the box)

January 16, 2020

Date Accomplished




PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this FEB 13 2020, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN P. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4