

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	PONCE		
FIRST NAME	ROGELIO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ENDRINA		
3. DATE OF BIRTH (mm/dd/yyyy)	August 21 - 1959	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Labangon Cebu City	If holder of dual citizenship, please indicate the details.	<input 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 type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	832 Biasong House/Block/Lot No. Street Brgy. Marcos Subdivision/Village Barangay Daybay City Leyte City/Municipality Province
7. HEIGHT (m)	163 - meters	ZIP CODE	6521
8. WEIGHT (kg)	65 - kg.		
9. BLOOD TYPE	TYPE "O"	18. PERMANENT ADDRESS	832 Biasong House/Block/Lot No. Street Brgy. Marcos Subdivision/Village Barangay Daybay City Leyte City/Municipality Province
10. GSIS ID NO.	BP# 2001715428	ZIP CODE	6521
11. PAG-IBIG ID NO.	MID NO. 1211-7589-9471		
12. PHILHEALTH NO.	13-200414363-2	19. TELEPHONE NO.	None
13. SSS NO.	06 - 0578486 - 0	20. MOBILE NO.	09173687516
14. TIN NO.	116 - 626 - 453	21. E-MAIL ADDRESS (if any)	rogelio.ponce@vsu.edu.ph
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Mazo	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Francisca	Jerson Ponce	09 - 13 - 1983
MIDDLE NAME	Ababat	Mechelle Ponce	11 - 14 - 1984
OCCUPATION	Housewife	Ma. Cleofe Ponce	05 - 24 - 1986
EMPLOYER/BUSINESS NAME	none / N/A	Bryan Ponce	12 - 04 - 1988
BUSINESS ADDRESS	None / N/A	Jaypee Ponce	04 - 24 - 1990
TELEPHONE NO.	None / N/A		
24. FATHER'S SURNAME	Ponce		
FIRST NAME	Diosdado		
MIDDLE NAME	Villanueva		
25. MOTHER'S MAIDEN NAME			
SURNAME	Endrina		
FIRST NAME	Buenaventura		
MIDDLE NAME	Jabel		

(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	Guadalupe Elem. School - Cebu City	Primary Education	1966	1972	Graduated	1972	3rd Honor
SECONDARY	Cebu Central College Cebu City	Secondary Education	1973	1977	Graduated	1977	—
VOCATIONAL / TRADE COURSE	Abellana National High School Cebu City	Practical Electricity	1978	1978	6-months training	1978	—
COLLEGE	none						
GRADUATE STUDIES	none						

(Continue on separate sheet if necessary)

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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
Driver's License		Dec. 12 2019	Land Transportation Office Baybay City Leyte	H12-A-003775	8-21-2024

(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						
01-2-19	Present	Administrative Aid V	College of Engineering	14,000		Temp. Regular	YES
01-2-15	01-2-18	Labor General Foreman	College of Engineering Const. VSU.			Casual	YES
10-31-13	01-2-15	Construction Foreman	VSU College of Engineering	470/day		Job Order	YES
1-2-2003	10-15-13	Construction Foreman Technician	VSU - AREC - Affiliated Renewable Research Center				
				1200/month		Job Order	YES
3-16-2000	12-31-2003	Const. Foreman/Technician	VSU - Plant Oil Technology Center	8,000/month		Contractual	YES
6-1-96	6-1-1999	Machine Operator	Shing-cho textile Taiwan	18,000 MT		Contractual	No
7-1-2001	6-30-2008	Welder I	Visayas State University	326/day		Job Order	YES
2-8-2007	6-30-2007	Welder I	VSU - NARC - National Abaca Research Center				
				102.27/day		Casual	YES
1-1-93	12-31-93	Laborer	Visca - Nat.	90.90/day		Casual	Yes
7-1-92	12-31-92	Welder I	Visca - Nat.	102.27/day		Casual	Yes
1-1-90	12-31-91	Welder I	Visca - Nat.	102.27/day		Casual	Yes
7-1-89	12-31-89	Welder I	Visca - Nat	102.27/day		Casual	Yes
1-1-89	6-30-89	Welder	Visca - Nat.	32.85/day		Casual	Yes
7-1-88	12-31-88	Carpenter/Welder	Visca - Nat.	32.83/day		Casual	Yes
1-1-88	6-30-88	Carpenter/mason	Visca. Nat.	22.90/day		Casual	Yes
12-14-87	12-31-87	Carpenter	Visca. Nat.	32.85/day		Casual	Yes
10-16-87	12-13-87	Carpenter	Visca. Nat	22.90/day		Casual	Yes
7-16-87	10-15-87	Carpenter/Welder	Visca. Nat	22.90/day		Casual	Yes.
7-16-84	9-30-84	Laborer	Visca. Nat.	16.45/day		Casual	Yes.

(Continue on separate sheet if necessary)

SIGNATURE

[Signature]

DATE

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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				

(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 (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			
	National TVET Trainers Level I 2-day TM-1-plus preparatory Course	1-17-11	1-18-11	16-hrs	Technical	National TVET TESDA LEYTE
	Enhance Trainers Methodology 1-plus Course	1-19-11	1-24-11	48 hrs.	Technical	National TVET TESDA LEYTE
	VSUCC Basic Cooperative Course	6-12-18	6-12-18	8-hrs.		NATCCO
	HIV in the Workplace Seminar	12-9-16	12-9-16	8-hrs.		VSU - Hospital
	Seminar on Course on Road Safety and Traffic Administration	10-30-19	10-30-19	8-hrs.		VSU - Civil Engineering
	Artisan's Training on Richhull Fueled Cookstove Fabrication	6-21-94	6-21-94	8 hrs.	Technical	AFFILIATED NON-CONVENTIONAL CENTER Region VIII Visa, ANEC

(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)
	Electrician Carpentry Welding Masonry Driving		N/A		VSU - LSU - Administrative Personnel Association

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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)?

☐ 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.
Dr. Roberto C. Guarte	VSN- Visca	
Dr. Oscar B. Posas	Bray. Marcos Baybay City	
Engr. Arthur IT Tambong	Visca Baybay Leale	

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.



PHOTO

ROGELIO E. PONCE



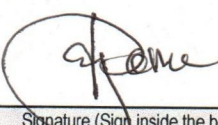
Right Thumbmark

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

Government Issued ID: SSS ID # CRN-0111-652-6054-3

ID/License/Passport No.: H-12-1A-003775 - License

Date/Place of Issuance: ORmoc city



Signature (Sign inside the box)

Date Accomplished

SUBSCRIBED AND SWORN to before me this APR 17 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN E. GUINOCOR
VSULEGAL OFFICER

Person Administering Oath

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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.

- Duration: March 16, 2000 – Present
- Position: Construction Foreman
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Dr. Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - 1. Construction of Renewable Energy Research Center (RERC) Building;
 - 2. Renovation of old classrooms of the College of Engineering, Faculty and staff Rooms, and administrative offices;
 - 3. College of Engineering Annex Building; and
 - 4. Conversion of the VSU Old Library to classrooms.

- Summary of Actual Duties
 - 1. Supervise skilled workers and laborers of the construction of the College of Engineering Annex;
 - 2. Monitoring of the construction materials needed; and
 - 3. Evaluated the construction plan of the building.

- Duration: July 16, 1987 – July 1, 1988
- Position: Carpenter/Mason
- Name of Office/Unit: ViSCA-Visayas State College of Agriculture
- Immediate Supervisor: Dr. Marianito Escalante
- Name of Agency/Organization and Location: ViSCA-Visayas State College of Agriculture Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - 1. Fabrication of filing cabinets, office tables and minor repair of the Engineering Building.

- Summary of Actual Duties
 - 1. Carpentry works; and
 - 2. Do other responsibilities related to the College program of work.


ROGELIO E. PONCE

(Signature over Printed Name
of Employee/Applicant)

Date: March 10, 2020