

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 ( ) ☐ 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	Loreto		
FIRST NAME	Raffy Andrew	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	Garcia		
3. DATE OF BIRTH (mm/dd/yyyy)	12/11/1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Apt. 89 Kilbourne St. House/Block/Lot No. Street Subdivision/Village Visca Baybay City Barangay City/Municipality Leyte Province
7. HEIGHT (m)	1.68	ZIP CODE	18. PERMANENT ADDRESS
8. WEIGHT (kg)	100		Apt. 89 Kilbourne St. House/Block/Lot No. Street Subdivision/Village Visca Baybay City Barangay City/Municipality Leyte Province
9. BLOOD TYPE	Type O+		19. TELEPHONE NO.
10. GSIS ID NO.	2004558999		053 563 1227
11. PAG-IBIG ID NO.	121088336270	20. MOBILE NO.	+63 917 863 4451 / +63 923 377 0105
12. PHILHEALTH NO.	1210512105349	21. E-MAIL ADDRESS (if any)	raffyandrew.loreto@vsu.edu.ph
13. SSS NO.	063363988-0		
14. TIN NO.	301-526-424-000		
15. AGENCY EMPLOYEE NO.	V00847		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Loreto			17/05/1958
FIRST NAME	Manolo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Bacusmo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Garcia			06/01/1960
FIRST NAME	Epifania			
MIDDLE NAME	Buenaventura		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	ELEMENTARY GRADUATE	1997	2003	Graduated	2003	
SECONDARY	LSU LABORATORY HIGH SCHOOL	HIGH SCHOOL GRADUATE	2003	2007	Graduated	2007	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	
COLLEGE	UNIVERSITY OF SAN CARLOS	BS IN ARCHITECTURE	2007	2012	Graduated	2012	
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES - DILIMAN	MASTERS OF ARCHITECTURE	2016		36		

SIGNATURE		DATE	
		12 / 15 / 22	



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
	MASTER PLUMBER	78.30%	Aug 9 & 10, 2013	CEBU, PHILIPPINES	6665 12/11/2019
	ARCHITECTURE/ARCHITECT	80.30%	Jun 13 & 15, 2014	MANILA, PHILIPPINES	33068 12/11/2020

## V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	12/15/22
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[illegible]

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

INCLUSIVE DATES OF		T. U.S.	
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[illegible]

VIII. OTHER INFORMATION



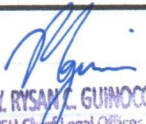
[illegible]

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Carpentry	None	United Architects of the Philippines - Cebu Chapter
Crafts and Scale Modelling		
Computer Aided Design/Drafting		

SIGNATURE		DATE	10/11/2023
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12/15/2022



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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Ar. Danilo V. Ravina</td><td>USC, Cebu City</td><td>+639465963774</td></tr><tr><td>Ar. Carmen Bulong</td><td>UP Diliman</td><td>+639064503565</td></tr><tr><td>Ar. Nikko Deguit</td><td>Cebu City</td><td>+639175136701</td></tr></table>		NAME	ADDRESS	TEL. NO.	Ar. Danilo V. Ravina	USC, Cebu City	+639465963774	Ar. Carmen Bulong	UP Diliman	+639064503565	Ar. Nikko Deguit	Cebu City	+639175136701
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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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC ID for Architects</div> <div>ID/License/Passport No.: 33068</div> <div>Date/Place of Issuance: 6/30/2014</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>December 15, 2022</div> <div>Date Accomplished</div>												
	<div></div> <div>Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this 26 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>ATTY. RYSAN C. GUINOCOR YSU Chief Legal Officer</div> <div>Person Administering Oath</div>													



## 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: Jan 03, 2019 – Present (Continuation)
- Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- Summary of Actual Duties
  - Responsible for instruction of classes related to drafting and building construction.
  - Responsible for formulation of department forms.
  - Responsible for continuation of monitoring and advising academic advisees.
  
- Duration: Jun 2014 – Aug 2016
- Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- Summary of Actual Duties
  - Responsible for instruction of classes related to drafting and building construction.
  - Responsible for formulation of department forms.
  - Responsible for continuation of monitoring and advising academic advisees.
  
- Duration: Sept 2012 – Jan 2014
- Position: Junior Designer
- Name of Office/Unit: EDSA Architects
- Immediate Supervisor: Ar. Edmund Samson
- Name of Agency/Organization and Location: F. Cabahug St., Manolo, Cebu City
  
- Summary of Actual Duties
  - Responsible for designing, preparation of working drawings, and monitoring progress of construction projects as assigned.

- Duration: Dec 2010 – Mar 2011; Apr 2012 – Sept 2012
- Position: Apprentice
- Name of Office/Unit: Architecture Computer Center
- Immediate Supervisor: Ar. Sergio Raagas
- Name of Agency/Organization and Location: University of San Carlos – Technological Center, Talamban, Cebu City
  
- Summary of Actual Duties
  - Responsible for preparation of working drawings as assigned.

  
Raffy Andrew G. Loreto

(Signature over Printed Name  
of Employee/Applicant)

Date: 12/15/22