

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	ASILOM			
FIRST NAME	VINCENT PAUL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CONCOLES			
3. DATE OF BIRTH (mm/dd/yyyy)	11/17/1988	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:	
4. PLACE OF BIRTH	BAYBAY 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:			
7. HEIGHT (m)	5'6"	17. RESIDENTIAL ADDRESS	JOSE P. LAUREL	
8. WEIGHT (kg)	69		House/Block/Lot No.	Street
9. BLOOD TYPE	"B"			DOMINGO C. VELOSO
10. GSIS ID NO.	NONE		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	1212-0167-9140		BAYBAY	LEYTE
12. PHILHEALTH NO.	13-201223255-5	City/Municipality	Province	
13. SSS NO.	NONE	ZIP CODE	6521-A	
14. TIN NO.	482-439-671	18. PERMANENT ADDRESS	JOSE P. LAUREL	
15. AGENCY EMPLOYEE NO.	V01132		House/Block/Lot No.	Street
				DOMINGO C. VELOSO
			Subdivision/Village	Barangay
			BAYBAY	LEYTE
		City/Municipality	Province	
		ZIP CODE	6521-A	
19. TELEPHONE NO.	NONE			
20. MOBILE NO.	09759748501			
21. E-MAIL ADDRESS (if any)	asilomvincent88@gmail.com			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DE LOS SANTOS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOMALYN	NAME EXTENSION (JR., SR) III		
MIDDLE NAME	GABIJAN		MARY MAILYN D. ASILOM	9/1/2012
OCCUPATION	BRGY. TREASURER		MARY PAULYN D. ASILOM	9/1/2012
EMPLOYER/BUSINESS NAME			VINCE MANVIR D. ASILOM	10/21/2019
BUSINESS ADDRESS				
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	ASILOM			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR) SENIOR		
MIDDLE NAME	BORINAGA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CONCOLES			
FIRST NAME	CORAZON			
MIDDLE NAME	VILLAR			

(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	BAYBAY SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	1995	2001		2001	NONE
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2001	2005		2005	NONE
VOCATIONAL / TRADE COURSE	TESDA	SMAW NCII	AUG.2011	NOV. 2011			
COLLEGE	NONE						NONE
GRADUATE STUDIES	NONE						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11-24-20
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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[illegible]

SIGNATURE		DATE	11-24-20
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[illegible]

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)

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	11-24-20
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. 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>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. 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>Mario Lilio P. Valenzona</td><td>VSU, GSD, Baybay City</td><td>9176341514</td></tr><tr><td>Marlon G. Burlas</td><td>VSU, GSD, Baybay City</td><td>9176341520</td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Mario Lilio P. Valenzona	VSU, GSD, Baybay City	9176341514	Marlon G. Burlas	VSU, GSD, Baybay City	9176341520			
NAME	ADDRESS	TEL. NO.											
Mario Lilio P. Valenzona	VSU, GSD, Baybay City	9176341514											
Marlon G. Burlas	VSU, GSD, Baybay City	9176341520											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td></tr><tr><td style="padding: 2px;">Government Issued ID: PHILHEALTH</td></tr><tr><td style="padding: 2px;">ID/License/Passport No.: 13-201223255-5</td></tr><tr><td style="padding: 2px;">Date/Place of Issuance: BAYBAY CITY</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>	Government Issued ID: PHILHEALTH	ID/License/Passport No.: 13-201223255-5	Date/Place of Issuance: BAYBAY CITY	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 80px; text-align: center; vertical-align: middle;"> Signature (Sign inside the box) 11-24-20 Date Accomplished</td></tr></table> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 10px auto; text-align: center; vertical-align: middle;"></div> <p style="text-align: center; margin-top: 5px;">Right Thumbmark</p>	 Signature (Sign inside the box) 11-24-20 Date Accomplished							
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>													
Government Issued ID: PHILHEALTH													
ID/License/Passport No.: 13-201223255-5													
Date/Place of Issuance: BAYBAY CITY													
 Signature (Sign inside the box) 11-24-20 Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this <u>12/1/20</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; margin: 10px auto; padding: 5px; text-align: center;"> ATTY. RYSA M. GUINOCOR VSU Chief Legal Officer</div> <p style="text-align: center; margin-top: 10px;">Person Administering Oath</p>													

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: July 16, 2014 – present
- Position: Messenger/Clerk (Admin. Aide I)
- Name of Office/Unit: Motor Pool Services
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: PPO Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
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 -
- Summary of Actual Duties
 - Responsible for Follow-up P.O, P.R, Payroll, Etc.
 - Responsible for Issuance of spare parts
 - Responsible for Receiving, Numbering & Distributing Trip Tickets.
 - Responsible for Preparation of , P.R, Trip Ticket, PPMP, Itinerary of Travel, RIS, Voucher, IPCR, Payroll , Replenishment, Liquidation, etc.



VINCENT PAUL C. ASILOM

(Signature over Printed Name
of Employee/Applicant)

Date: 11-24-20