

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	BONTUYAN		
FIRST NAME	VELMA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PETARGUE		
3. DATE OF BIRTH (mm/dd/yyyy)	10/29/1954	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	San Isidro, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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	House/Block/Lot No. Muertigue Street Subdivision/Village Barangay San Isidro Brgy Crossing City/Municipality Province 6535 Leyte
7. HEIGHT (m)	4'11"	18. PERMANENT ADDRESS	Muertigue Street House/Block/Lot No. Street Brgy Crossing Subdivision/Village Barangay San Isidro Leyte City/Municipality Province
8. WEIGHT (kg)	55 kgs	19. TELEPHONE NO.	none
9. BLOOD TYPE	"B"	20. MOBILE NO.	0917 674 5007
10. GSIS ID NO.	55102901508	21. E-MAIL ADDRESS (if any)	v55bontuyan.vb@gmail.com
11. PAG-IBIG ID NO.	1700-0024-3435		
12. PHILHEALTH NO.	13-0000 15256-1		
13. SSS NO.	0605807349		
14. TIN NO.	104-767-062		
15. AGENCY EMPLOYEE NO.	VSU-000110		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BONTUYAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RAUL	NAME EXTENSION (JR., SR)	not applicable	1/17/1964
MIDDLE NAME	CHING			
OCCUPATION	not applicable (deceased)			
EMPLOYER/BUSINESS NAME	not applicable			
BUSINESS ADDRESS	not applicable			
TELEPHONE NO.	not applicable			
24. FATHER'S SURNAME	PETARGUE			
FIRST NAME	PACIFICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	dela Peña			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARABES			
FIRST NAME	CLAUDIA			
MIDDLE NAME	SANCHEZ			

(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	San Isidro Elementary School	Primary	1962	1968	Graduated	1968	Salutatorian
SECONDARY	John F. Kennedy Memorial Foundation School	Secondary	1968	1972	Graduated	1972	3rd Hon. Mention
VOCATIONAL / TRADE COURSE	none	none	not applicable	not applicable	not applicable	not applicable	not applicable
COLLEGE	University of San Carlos	BS Commerce in Accounting	1978	1982	Graduated	1982	None
COLLEGE	St Paul College of Business and Law	Bachelor of Laws	2003	2014	Graduated	2014	None
GRADUATE STUDIES	Cebu Normal College	Master in Public Administration	1991	1995	Certificate, Masteral Course	1995	None

(Continue on separate sheet if necessary)

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V. 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
CSC Career Service Subprof	70.00%	6/18/1978	Cebu City	074853-2	6/18/1978
CSC Career Service Prof	75.50%	6/30/1981	Cebu City	282999-5	6/30/1981

(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	GOV'T SERVICE (Y/ N)
From	To						
1/1/2019	to date	Supervising Administrative Officer	Visayas State University-Manila Office	65,319.00	22	Permanent	Y
1/1/2018	12/31/2018	Supervising Administrative Officer	Visayas State University	58,713.00	22	Permanent	Y
6/16/2017	12/31/2017	Supervising Administrative Officer	Visayas State University	52,783.00	22	Permanent	Y
1/1/2017	6/15/2017	Administrative Officer V	Visayas State University	37,392.00	18	Permanent	Y
1/1/2016	12/31/2016	Administrative Officer V	Visayas State University	34,996.00	18	Permanent	Y
3/1/2014	12/31/2015	Administrative Officer V	Visayas State University	32,753.00	18	Permanent	Y
6/1/2012	2/28/2014	Administrative Officer V	Visayas State University	32,397.00	18	Permanent	Y
6/1/2011	5/31/2012	Administrative Officer V	Visayas State University	28,230.33	18	Permanent	Y
3/1/2011	5/31/2011	Administrative Officer V	Visayas State University	26,519.00	18	Permanent	Y
6/24/2010	2/28/2011	Administrative Officer V	Visayas State University	26,091.00	18	Permanent	Y
7/1/2009	6/23/2010	Administrative Officer V	Visayas State University	23,115.00	18	Permanent	Y
7/1/2008	6/30/2009	Administrative Officer V	Visayas State University	20,138.00	18	Permanent	Y
3/1/2008	6/30/2008	Administrative Officer V	Visayas State University	18,307.00	18	Permanent	Y
7/1/2007	2/29/2008	Administrative Officer V	Visayas State University	17,861.00	18	Permanent	Y
3/1/2005	6/30/2007	Administrative Officer V	Visayas State University	16,237.00	18	Permanent	Y
12/1/2004	2/28/2005	Administrative Officer V	Visayas State University	15,841.00	18	Permanent	Y
3/1/2002	11/30/2004	Budget Officer III	Visayas State University	15,841.00	18	Permanent	Y
7/1/2001	11/30/2002	Budget Officer I	Visayas State University	10,033.00	11	Permanent	Y
1/1/2000	6/30/2001	Budget Officer I	Visayas State University	10,033.00	11	Permanent	Y
12/8/1998	12/31/1999	Budget Officer I	Visayas State University	9,121.00	11	Permanent	Y
11/1/1997	12/7/1998	Budgeting Assistant	Visayas State University	8,322.00	8	Permanent	Y
1/1/1997	10/31/1997	Budgeting Assistant	Visayas State University	6,993.00	8	Permanent	Y
1/16/1996	12/31/1996	Budgeting Assistant	Visayas State University	5,664.00	8	Permanent	Y
1/1/1996	1/15/1996	Budgeting Assistant	Visayas State University	5,636.00	8	Permanent	Y
1/1/1995	12/31/1995	Budgeting Assistant	Visayas State University	4,635.00	8	Permanent	Y
1/1/1994	12/31/1994	Budgeting Assistant	Visayas State University	3,635.00	8	Permanent	Y
1/16/1993	12/31/1993	Budgeting Assistant	Visayas State University	2,835.00	8	Permanent	Y
1/16/1990	1/15/1993	Budgeting Assistant	Visayas State University	2,807.00	8	Permanent	Y
1/1/1990	1/15/1990	Budgeting Assistant	Visayas State University	2,782.00	8	Permanent	Y
7/1/1989	12/31/1989	Budgeting Assistant	Visayas State University	2,752.00	8	Permanent	Y
1/1/1988	6/30/1989	Budgeting Aide	Visayas State University	842.58	6	Permanent	Y
3/1/1987	12/31/1987	Budgeting Aide	Visayas State University	765.00	6	Permanent	Y
7/1/1986	2/28/1987	Budgeting Aide	Visayas State University	666.00	6	Permanent	Y
1/1/1985	6/30/1986	Budgeting Aide	Visayas State University	603.00	6	Permanent	Y
5/1/1984	12/31/1984	Budgeting Aide	Visayas State University	546.00	6	Permanent	Y
1/16/1984	4/30/1984	Budgeting Aide	Visayas State University	494.00	6	Permanent	Y
5/1/1983	1/15/1984	Clerk I	Visayas State University	448.50	3	Permanent	Y
8/4/1982	4/30/1983	Clerk I	Visayas State University	16.00/day	3	Casual	Y

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		
	Visayas State University Credit Cooperative	10/29/1984	Present		Member/Officer
	Administrative Personnel Association	2005	Present		Member

(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			
	"Public Orientation of CHED Memorandum Orders on CHED Scholarship Program (CSP and CHED Priority Programs, AY 2019-2020"	31-May-19		8.0	Supervisory	CHED Auditorium, 2nd Floor, HEDC Buidling, C.P. Garcia Ave., UP Dillman, Quezon City
	Transformational Leadership in a Changing Emvironemnt	10/16/2018	10/19/2018	32.0	Supervisory	Personnel Officers Association of the Philippines Casablanca Hotel, Legaspi City
	Orientation on the Program Based-Expenditure Classification (PREXC) Indicators for FY 2018 National Budget	3/9/2017	3/9/2017	8.0	Supervisory	Commission on Higher Education
	Orientation on the Guidelines on the Grant of FY 2017 Performance Based Bonus	3/17/2017	3/17/2017	8.0	Supervisory	Development Academy of the Philippines
	Iso Certified CSC QMS Benchmark Briefing	11/21/2016	11/23/2016	24.0	Supervisory	Council of Personnel Officers in Western Leyte, Inc. and Civil Service Commission
	Visayas State University Credit Cooperative	8/23/2016	8/25/2016	24.0	Technical	Federation of Cooperatives, National Capital Region

(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)
	None		None		Leyte State Univesity Administrative Association

(Continue on separate sheet if necessary)

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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. Edgardo E. Tulin	Office of the President, Visayas State University, Visca, Baybay City, Leyte	563-7109
Atty. Rysan G. Guinocor	Legal Office, Visayas State University, Visca, Baybay City, Leyte	563-7643
Ms. Louella C. Ampac	Finance and Management Office, Visca, Baybay City, Leyte	0917 542 3297

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.)

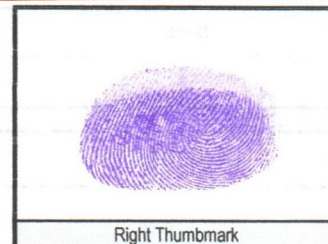
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **Passport**

ID/License/Passport No.: **EC4926251**

Date/Place of Issuance: **5/29/2015/Tacloban City**

[Signature]
Signature (Sign inside the box)
7/15/2019
Date Accomplished



SUBSCRIBED AND SWORN to before me this

29 JUL 2019

, affiant exhibiting his/her validly issued government ID as indicated above.

