

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	ANDRADE		
FIRST NAME	BUEN JOSEF	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CA NILA		
3. DATE OF BIRTH (mm/dd/yyyy)	5/10/1987	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	ORMOC CITY	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	1240 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.69	ZIP CODE	6521
8. WEIGHT (kg)	66	18. PERMANENT ADDRESS	274 House/Block/Lot No. Street Wangag Damula-an Subdivision/Village Barangay Albuera Leyte City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6542
10. GSIS ID NO.	2004883466	19. TELEPHONE NO.	
11. PAG-IBIG ID NO.	121026840425	20. MOBILE NO.	09053553790
12. PHILHEALTH NO.	1210510788562	21. E-MAIL ADDRESS (if any)	buenjosef@gmail.com
13. SSS NO.	0629626140		
14. TIN NO.	293955838000		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BONGCALES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LOUISA MARIE	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	OBENA		N/A	
OCCUPATION	INSTRUCTOR I		N/A	
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	9060519933			
24. FATHER'S SURNAME	ANDRADE			
FIRST NAME	WILFREDO	NAME EXTENSION (JR., SR) SR		
MIDDLE NAME	FLORES			
25. MOTHER'S MAIDEN NAME	CA NILA			
SURNAME	ANDRADE			
FIRST NAME	LUZ			
MIDDLE NAME	ARONG			

(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	DAMULA-AN CENTRAL SCHOOL	PRIMARY EDUCATION	6/17/1995	3/23/2001	N/A	2001	Valedictoria n
SECONDARY	DAMULA-AN NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	6/17/2001	4/1/2005	N/A	2005	Honorable Mention
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS DEVELOPMENT COMMUNICATION MAJOR IN DEVELOPMENT JOURNALISM	6/15/2005	4/3/2009	N/A	2009	N/A
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY	MASTER OF PUBLIC ADMINISTRATION	6/10/2013	5/31/2014	N/A	2014	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 28, 2017
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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.

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	04/28/2017

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
N/A		N/A	N/A	N/A	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			
	CDN Conversations: Social Media, Marketing, and Advertising	11/21/2015	11/21/2015	4.0	Technical	Cebu Daily News
	Project Agos Workshop: The use of social media during disasters	3/24/2015	3/24/2015	8.0	Technical	Rappler.com
	Training on Social Media/New Media Techniques Applicable to Editing	9/20/2014	9/20/2014	4.0	Technical	Philippine Press Institute

(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)
	Photography		N/A		Sigma Alpha Epsilon Fraternity and Sorority
	Visual Arts and Painting (watercolor and acrylic)				
	Blogging				
	Bushcraft and Mountaineering				
	Cooking				
	Audio and Video Editing				
	Playing musical instruments (guitar & ukulele)				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/28/17
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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

☐ YES☒ NO

If YES, give details:

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:
Resigned from the private sector

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.
CHRISTINA A. GABRILLO	VISCA, BAYBAY CITY, LEYTE	9060519067
CARMELA A. YAMADA	VISCA, BAYBAY CITY, LEYTE	9164132586
MILAGROS C. BALES	VISCA, BAYBAY CITY, LEYTE	9159492140

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: Tax Identification Number


ID/License/Passport No.: 293955838000

Date/Place of Issuance: 6/18/2012 Cebu City


Signature (Sign inside the box)

4/28/2017

Date Accomplished



PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 28 2017, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA C. GUINOCOR

NOTARY PUBLIC

UNIT 103, 424 - TAGLOBAN CITY

Person Administering Oath

DTK 039 831 BAYBAY/LEYTE 11/12/17

IBP 1030424 - TAGLOBAN CITY - 12/19/16

MCLE COMPL. NO. V-0001922-07/2015

ROLL OF ATTORNEYS NO. 57467

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