

# 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	ISRAEL		
FIRST NAME	EDDIE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MORALES		
3. DATE OF BIRTH (mm/dd/yyyy)	11/28/1967	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	Brgy. Hibunawan, Baybay city, Leyte
7. HEIGHT (m)	154 cm	House/Block/Lot No.	Street Hibunawan
8. WEIGHT (kg)	60.5 kgs	Subdivision/Village	Barangay Leyte
9. BLOOD TYPE	"A"	City/Municipality	Province
10. GSIS ID NO.	2001713237	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0025-1896	18. PERMANENT ADDRESS	Brgy. Hibunawan, Baybay city, Leyte
12. PHILHEALTH NO.	13-0000-15643-5	House/Block/Lot No.	Street Hibunawan
13. SSS NO.	N/A	Subdivision/Village	Barangay Leyte
14. TIN NO.	116-624-903	City/Municipality	Province
15. AGENCY EMPLOYEE NO.	V000616	ZIP CODE	6521
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09161454467
		21. E-MAIL ADDRESS (if any)	israel_ed28@yahoo.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ISRAEL	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ETELIETA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CERNIAS	1. Apple May C. Israel	05/06/1992
OCCUPATION	Housekeeper	2. Elton John C. Israel	11/25/1997
EMPLOYER/BUSINESS NAME	N/A	3. Angel Ann Stephany C. Israel	09/08/2006
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	ISRAEL		
FIRST NAME	CORNELIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DERECHO		
25. MOTHER'S MAIDEN NAME	MORALES		
SURNAME	ISRAEL		
FIRST NAME	PAULINA		
MIDDLE NAME	RABANOS		

(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	Hibunawan Community School	Diploma	1973	1979	Graduated	Mar-79	None
SECONDARY	Baybay High School	Diploma	1979	1984	Graduated	Mar-84	None
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Franciscan College of the Immaculate Conception	Junior Secretarial	1984	1987	Graduated	Mar-87	None
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE	<i>Emmanuel</i>	DATE	June 13, 2022
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#### IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
MC#11,S. 1996 - DATA ENCODER	80.1%	12/7/1997	Tacloban City		

(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						
07/01/2022	Present	Admin. Aide VI	Visca	767.14		Casual	Yes
01/01/2022	6/30/2022	Adm. Aide VI	Visca	736.36		Casual	Yes
01/01/2021	12/31/2021	Adm. Aide VI	Visca	736.36		Casual	Yes
01/01/2019	12/31/2019	Adm. Aide VI	Visca	674.86		Casual	Yes
01/01/2017	12/31/2017	Adm. Aide VI	Visca	651.81		Casual	Yes
01/01/2015	12/31/2015	Adm. Aide VI	Visca	608.09		Casual	Yes
01/01/2011	12/31/2014	Adm. Aide VI	Visca	545.09		Casual	Yes
01/01/2010	12/31/2010	Adm. Aide VI	Visca	460.59		Casual	Yes
07/01/2008	12/31/2009	Adm. Aide VI	Visca	418.36		Casual	Yes
07/01/2007	06/30/2008	Adm. Aide VI	Visca	380.32		Casual	Yes
01/01/2005	06/30/2007	Adm. Aide VI	Visca	345.73		Casual	Yes
07/01/2004	12/31/2004	DEMO I	Visca	345.73		Casual	Yes
03/01/2004	06/30/2004	Admin. Aide III	Visca	274.50		Casual	Yes
01/01/2003	02/29/2004	Clerk I	Visca	274.50		Casual	Yes
01/01/2002	12/31/2002	Clerk I	Visca	274.50		Casual	Yes
07/01/2001	12/31/1001	Clerk I	Visca	274.50		Casual	Yes
01/01/2000	06/30/2001	Clerk I	Visca	261.41		Casual	Yes
01/01/1999	12/31/1999	Clerk I	Visca	237.64		Casual	Yes
01/01/1998	12/31/1998	Clerk I	Visca	237.64		Casual	Yes
01/01/1997	12/31/1997	Clerk I	Visca	237.64		Casual	Yes
01/01/1996	12/31/1996	Clerk I	Visca	225.27		Casual	Yes
01/01/1995	12/31/1995	Clerk I	Visca	179.82		Casual	Yes
01/01/1994	12/31/1994	Clerk I	Visca	143.36		Casual	Yes
01/01/1992	12/31/993	Clerk I	Visca	98.00		Casual	Yes
07/01/1989	12/31/1991	Clerk I	Visca	98.00		Casual	Yes
12/14/1987	06/30/1989	Clerk Aide	Visca	32.85		Casual	Yes
11/01/1987	12/13/1987	Clerk Aide	Visca	22.90		Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE	Emmanuel	DATE	June 13, 2022
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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				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			
	Document Tracking System	11/13/2020	11/13/2020	3.0	Technical	Dr. Remberto A. Patindol
	Procurement Act Orientation	09/09/2016	09/09/2016	8.0	-do-	Dr. Edgardo E. Tulin
	ISO 9001-2008 Orientation & Writeshop Among Clerks & Secretaries	10/06/2015	10/06/2015	8.0	-do-	Dr. Lourdes B. Cano
	ISO 9001-2008 Orientation & Writeshop Among Clerks & Secretaries	09/21/2015	09/21/2015	8.0	-do-	Dr. Jose L. Bacusmo
	Reorientation Workshop Among Frontliners on Good Customers Service, Work Values and Anti-Red Tape Law	09/10/2014	09/10/2014	8.0	-do-	Dr. Lourdes B. Cano
	Seminar on Computer Maintenance, and Appreciation of Open Source Application	04/01/2009	04/01/2009	8.0	-do-	Atty. Rysan C. Guinocor
	Training-Workshop on Online Teaching and Learning	07/11/2006	07/11/2006	8.0	-do-	Sean O. Villagonzalo
	Seminar on the Use of Information and Communications Technology in Research and Instruction	01/19/2005	01/19/2005	7.0	-do-	Dr. Antonio E. Refre
	Career and Personality Development for Clerks	05/19/2003	05/20/2003	16.0	-do-	NEDA and LSU
	Training on the Developmental of Aduivisual Aids for Classroom Use	10/11/2002	10/11/2002	8.0	-do-	CCE, LSU, Visca, Baybay, Leyte
	Team Building Workshop of Staff Involved in the Preparation and Processing of Documents relative to procurement	10/11/2002	10/11/2002	8.0	-do-	MMDC
	Seminar workshop on Performance Evaluation (PES)	06/26/2001	06/27/2001	16.0	-do-	Mrs. Lourdes B. Cano
	Oreintation Seminar on ViSCA's Policies CSC Rules and Objectives	05/03/2000	05/04/2000	16.0	-do-	Ligaya L. Gonzaga, Dir, II CSC Reg. VIII
	Review and Planning Workshop on VISCA's Distance Education Program	04/17/1998	04/17/1998	8.0	-do-	Mrs. Lourdes B. Cano
	Seminar Workshop on Study Guide Preparation	07/02/1998	07/03/1998	16.0	-do-	Dr. Vicente A. Quiton
	Computer Technician	10/10/1996	10/11/1996	16.0	-do-	Dr. Vicente A. Quiton
	Desktop Publishing, Graphics, CorelDraw and Pagemaker	12/04/1995	12/09/1995	60.0	-do-	Dr. Manual K. Palomar
		11/15/1993	11/19/1993	60.0	-do-	Datalogic Microsystem, Cebu City
						Computrend, Dede Retubado



(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>Emmanuel</i>	DATE	June 13, 2022
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. CHRISTINA A. GABRILLO</td><td>VSU, Visca, Baybay City, Leyte</td><td>N/A</td></tr><tr><td>MRS. CARMELA A. YAMADA</td><td>VSU, Visca, Baybay City, Leyte</td><td>N/A</td></tr><tr><td>MR. BUEN JOSEF C. ANDRADE</td><td>VSU, Visca, Baybay City, Leyte</td><td>N/A</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. CHRISTINA A. GABRILLO	VSU, Visca, Baybay City, Leyte	N/A	MRS. CARMELA A. YAMADA	VSU, Visca, Baybay City, Leyte	N/A	MR. BUEN JOSEF C. ANDRADE	VSU, Visca, Baybay City, Leyte	N/A
NAME	ADDRESS	TEL. NO.											
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MRS. CARMELA A. YAMADA	VSU, Visca, Baybay City, Leyte	N/A											
MR. BUEN JOSEF C. ANDRADE	VSU, Visca, Baybay City, Leyte	N/A											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"><div>Emmanuel</div><div>Signature (Sign inside the box)</div><div>June 13, 2022</div><div>Date Accomplished</div></td></tr><tr><td>Government Issued ID: CRN-006-0118-6684-2</td></tr><tr><td>ID/License/Passport No.:</td></tr><tr><td>Date/Place of Issuance:</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	<div>Emmanuel</div> <div>Signature (Sign inside the box)</div> <div>June 13, 2022</div> <div>Date Accomplished</div>	Government Issued ID: CRN-006-0118-6684-2	ID/License/Passport No.:	Date/Place of Issuance:	<div></div> <div> Right Thumbmark</div>							
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Government Issued ID: CRN-006-0118-6684-2													
ID/License/Passport No.:													
Date/Place of Issuance:													
SUBSCRIBED AND SWORN to before me this 04 AUG 2022, affiant exhibiting his/her validly issued government ID as indicated above.													
<div><div>Atty. Rysan C. Guinocor VSU Chief Legal Officer</div><div>Person Administering Oath</div></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.

Sample: If applying to Supervising Administrative Officer

- Duration: November 1, 1987 – present
- Position: Administrative Aide VI
- Name of Office/Unit: DYDC-FM
- Immediate Supervisor: Dr. Rotacio S. Gravoso
- Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - 
  -
  
- Summary of Actual Duties
  - Performed all clerical works and arranged office files.
  - Delivered documents to the administration building and other concerned offices and made follow-ups.
  - Cleaned offices, studios, hallways, stairs and restrooms of the radio station.
  - Performed other tasks assigned by the station manager.

E. M. Israel  
**EDDIE M. ISRAEL**

(Signature over Printed Name  
of Employee/Applicant)

Date: June 13, 2022