

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	POLE		
FIRST NAME	LUCIO	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	CARTA		
3. DATE OF BIRTH (mm/dd/yyyy)	07/23/1973	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, 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 <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'5"	ZIP CODE	6521-A
8. WEIGHT (kg)	64kg	18. PERMANENT ADDRESS	House/Block/Lot No. Street BAYBAY LEYTE Subdivision/Village Barangay City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521-A
10. GSIS ID NO.	200-47968-98	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	916-195161-091	20. MOBILE NO.	0926-556474
12. PHILHEALTH NO.	13-200413033-6	21. E-MAIL ADDRESS (if any)	N/A
13. SSS NO.	3339426129		
14. TIN NO.	947-762-563		
15. AGENCY EMPLOYEE NO.	NONE		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	POLE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANGELITA	NAME EXTENSION (JR., SR)	ALLANA MAE P. POLE	12/18/2002
MIDDLE NAME	OMAPAS		JUNJIE P. POLE	01/27/1999
OCCUPATION	HOUSEWIFE		ANGELICA P. POLE	03/25/1997
EMPLOYER/BUSINESS NAME	N/A		ARDE JOHN P. POLE	11/08/1995
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	POLE			
FIRST NAME	LUCIO	NAME EXTENSION (JR., SR) JR.		
MIDDLE NAME	NEMENCIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CARTA			
FIRST NAME	EUSTIQUIA			
MIDDLE NAME	FLORES			

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	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	1981	1987	GRADUATED	1987	N/A
SECONDARY	BAYBAY HIGH SCHOOL	SECONDARY EDUCATION GRADUATE	1987	1991	GRADUATED	1991	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 2, 2024
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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.

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	December 2, 2024
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[illegible]

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

[illegible]

## VIII. OTHER INFORMATION

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	December 2, 2024
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December 2, 2024



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 supervisor 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.
ENGR. MARIO LILIO P. VALENZONA	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	0917-6341514
ENGR. MARLON G. BURLAS	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	0917-6341520
ENGR. ROBERTO C. GUARTE	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	0917-3108078

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: VSU ID

ID/License/Passport No.: V000895

Date/Place of Issuance: BAYBAY CITY, LEYTE

Signature (Sign inside the box)  
December 2, 2024  
Date Accomplished

SUBSCRIBED AND SWORN to before me this 03 DEC 2024, at \_\_\_\_\_, by \_\_\_\_\_, an affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCAN  
VSU Chief Legal Officer

Person Administering Oath

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## 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: February 11, 2009 – present
- Position: Construction Foreman
- Name of Office/Unit: Physical Plant Office
- Immediate Supervisor: Mario Lilio Valenzona
- Name of Agency/ Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - **Supervision of PPO Workers**
  - **Building Maintenance**
  
- Summary of Actual Duties
  - Repair of Classrooms, Construction of Building, Installation of Roofing, Ceiling, Concreting of Roads, Repair of Building Damaged by Typhoon

- Duration: February 11, 2009 – present
- Position: Construction Foreman
- Name of Office/Unit: Physical Plant Office
- Immediate Supervisor: Mario Lilio Valenzona
- Name of Agency/ Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - **Supervision of PPO Workers**
  - **Building Maintenance**
  
- Summary of Actual Duties
  - Repair of Classrooms, Construction of Building, Installation of Roofing, Ceiling, Concreting of Roads, Repair of Building Damaged by Typhoon

  
LUCIO C. POLE JR.

(Signature over Printed Name  
of Employee/Applicant)

Date: 12-5-24