

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	ARPOCEPLE		
FIRST NAME	DAHLIA	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	RADO		
3. DATE OF BIRTH (mm/dd/yyyy)	6/27/1969	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	San Francisco, Talibon, Bohol	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 checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 1 House/Block/Lot No. Street Subdivision/Village Guadalupe Baybay City Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.524 m		
8. WEIGHT (kg)	56 kls.	ZIP CODE	6521
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Zone 1 House/Block/Lot No. Street Subdivision/Village Guadalupe Baybay City Leyte City/Municipality Province 6521
10. GSIS ID NO.	2004558953	ZIP CODE	6521
11. PAG-IBIG ID NO.	121055241281		
12. PHILHEALTH NO.	12-025073306-8		
13. SSS NO.	N/A	19. TELEPHONE NO.	NONE
14. TIN NO.	163-173-509	20. MOBILE NO.	09772066882
15. AGENCY EMPLOYEE NO.	V00842	21. E-MAIL ADDRESS (if any)	dahlia.arpoceple@vsu.edu.ph

II. FAMILY BACKGROUND

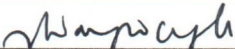
22. SPOUSE'S SURNAME	ARPOCEPLE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PABLO	NAME EXTENSION (JR., SR) NONE	EULA DIZA R. ARPOCEPLE	8/31/1996
MIDDLE NAME	SANCHEZ		EULA DOROTHY R. ARPOCEPLE	9/14/2005
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	RADO			
FIRST NAME	ISIDORO	NAME EXTENSION (JR., SR) NONE		
MIDDLE NAME	VINTOSO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ILAYA			
FIRST NAME	EULOGIA			
MIDDLE NAME	ALONZO			

(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	GETAFE ELEMENTARY SCHOOL	PRIMARY EDUCATION	1976	1982		1982	2nd honor
SECONDARY	UNIVERSITY OF BOHOL	HIGH SCHOOL	1982	1986		1986	none
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A		N/A	N/A
COLLEGE	CEBU INSTITUTE OF TECHNOLOGY	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING	1986	1992	5th Year/198 units	N/A	none
GRADUATE STUDIES	NONE	N/A	N/A	N/A		N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4-25-17
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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
	CAREER SERVICE PROFESSIONAL	80.00	7/15/2001	TAGBILARAN CITY, BOHOL	N/A	N/A
	CAREER SERVICE SUBPROFESSIONAL	80.56	11/6/1997	CEBU CITY	N/A	N/A

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

[illegible]

SIGNATURE	<i>Changyu</i>	DATE	4-25-17
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / LOCAL GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION				
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS
		From	To	
	NONE	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)

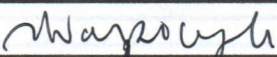
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Seminar-Workshop on Records Management Compliant to ISO 9001:2015: Module 3	3/16/2017	3/16/2017	4	Technical	Visayas State University - College of Engineering
	ISO 90001-2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Managerial	Visayas State University - Office of the Director for Administration and Human Resource Development
	Seminar-Workshop on Records Management Compliant to ISO 9001:2015: Module 1	2/2/2017	2/2/2017	4	Technical	Visayas State University - College of Engineering
	Seminar-Workshop on Records Management Compliant to ISO 9001:2015: Module 2	2/14/2017	2/14/2017	4	Technical	Visayas State University - College of Engineering
	ISO 9001:2015 Full Awareness Training Course	1/26/2017	1/27/2017	16	Supervisory	Visayas State University - Office of the Director for Administration and Human Resource Development
	Seminar-Workshop on the Preparation of the CoE Ten-Year Development Plan	1/12/2017	1/12/2017	3	Supervisory	Visayas State University - College of Engineering
	Seminar-Workshop on 5S & Record Management	12/15/2016	12/15/2016	8	Technical	Visayas State University - College of Engineering
	Procurement Planning Workshop	9/13/2016	9/13/2016	8	Supervisory	Visayas State University - Office of the Vice President for Administration and Finance
	Procurement Act Orientation	9/9/2016	9/9/2016	8	Supervisory	Visayas State University - Office of the Vice President for Administration and Finance
	Workshop to Review and Improve Citizens' Charter	9/1/2016	9/1/2016	8	Technical	Visayas State University - Office of the Director for Administration and Human Resource Development
	Training Workshop on Content Management System for the College of Engineering Website and Online Class Using Moodle	5/3/2016	5/5/2016	24	Technical	Visayas State University - Department of Computer Science and Technology
	ISO 9001:2008 Orientation & Writeshop Among Clerk & Secretaries	9/21/2015	9/21/2015	8	Technical	Visayas State University - Office of the Director for Administration and Human Resource Development
	Re-orientation Seminar on Customer Service, Work Values and Anti-Red Tape Law	9/10/2014	9/10/2014	8	Technical	Visayas State University - Office of the Director for Administration and Human Resource Development

(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)
	Computer Skills: Computer Trouble Shooting, Software Installation		NONE		NONE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4-25-17
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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

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: **ID no. 0221**

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Prof. EPIFANIA G. LORETO	VSU, Baybay City, Leyte	(053)563-1227
Dr. ROBERTO C. GUARTE	VSU, Baybay City, Leyte	9173108078
Engr. FLORENTINO F. MORALES, JR.	VSU, Baybay City, Leyte	9476126341

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.

DAHLIA R. ARPOCELE

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:	Company ID
ID/License/Passport No.:	V00842
Date/Place of Issuance:	VSU, Baybay City, Leyte

Signature (Sign inside the box)

4/25/2017

Date Accomplished

SUBSCRIBED AND SWORN to before me this **APR 26 2017**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY RUSAN C GUINOCOR

NOTARY PUBLIC
UNTIL DECEMBER 31, 2017
PTR 059-859-BAYABAY, LEYTE 4/12/17
IBP 4036724 - BAYABAY CITY - 12/19/16
MCLE COM. 4/12/17 - 12/19/16
ROLL OF ATTORNEYS NO. 57467

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