

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	LASQUITES		
FIRST NAME	HEIDE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SEBIAL		
3. DATE OF BIRTH (mm/dd/yyyy)	21/02/1961	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	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
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	House/Block/Lot No. Street Farmer's village VSU, Visca Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	151 cm	ZIP CODE	
8. WEIGHT (kg)	58.4 kg	18. PERMANENT ADDRESS	House/Block/Lot No. Street Farmer's Village VSU, Visca Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
9. BLOOD TYPE	B	ZIP CODE	6521-A
10. GSIS ID NO.	B61DMHSL015	TELEPHONE NO.	NA
11. PAG-IBIG ID NO.	080106980204	20. MOBILE NO.	09675319156
12. PHILHEALTH NO.	13-000015352-5	21. E-MAIL ADDRESS (if any)	heide.lasquites@vsu.edu.ph
13. SSS NO.	NA		
14. TIN NO.	116-625-067		
15. AGENCY EMPLOYEE NO.	V000621		

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	LASQUITES	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JAIME	JAMES JADE S. LASQUITES	06/05/1984
MIDDLE NAME	MAUNES	JEIF JENSEN S. LASQUITES	15/10/1985
OCCUPATION	Government Employee	JUZTINE JANE S. LASQUITES	21/10/1989
EMPLOYER/BUSINESS NAME	Visayas State University		
BUSINESS ADDRESS	VSU, Visca, Baybay City, Leyte		
TELEPHONE NO.	NA		
24. FATHER'S SURNAME	SEBIAL		
FIRST NAME	CAMILO		
MIDDLE NAME	HEMENES		
25. MOTHER'S MAIDEN NAME			
SURNAME	PRADO		
FIRST NAME	CONCEPCION		
MIDDLE NAME	DANIELES		
(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	Maypatag Elementary School		1968	1974		1974	Valedictorian
SECONDARY	Visayas State College of Agriculture, Experimental Rural High School		1974	1980		1980	Ranking Honor
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	1980	1984			Academic honor
GRADUATE STUDIES	Visayas State University	Master of Science in Agricultural Education	1987	1990	30 units		
(Continue on separate sheet if necessary)							

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IV. 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
NONE					

(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
13/05/1985	31/03/1986	Research Enumerator	Visayas State College of Agriculture	22.35/day		Casual	Yes
16/07/1987	01/10/1987	Clerk Aide	Visayas State College of Agriculture	22.90/day		Casual	Yes
01/11/1987	13/12/1987	Assistant Education Research	Visayas State College of Agriculture	39.95/day	9	Casual	Yes
14/12/1987	28/02/1988	Assistant Education Research	Visayas State College of Agriculture	49.95/day	9	Casual	Yes
01/03/1988	30/06/1989	Assistant Education Research	Visayas State College of Agriculture	1,476.58	9	Contractual	Yes
01/07/1989	31/12/1990	Education Research Assistant 1	Visayas State College of Agriculture	3,500.00	9	Contractual	Yes
01/01/1991	31/12/1992	Education Research Assistant 1	Visayas State College of Agriculture	132.59/day	9	Casual	Yes
01/01/1993	31/12/1993	Education Research Assistant 1	Visayas State College of Agriculture	132.59/day	9	Casual	Yes
01/01/1994	31/12/1994	Education Research Assistant 1	Visayas State College of Agriculture	168.95/day	9	Casual	Yes
01/01/1995	31/12/1995	Education Research Assistant 1	Visayas State College of Agriculture	214.41/day	9	Casual	Yes
01/01/1996	31/12/1996	Education Research Assistant 1	Visayas State College of Agriculture	260.09	9	Casual	Yes
01/01/1997	31/10/1997	Education Research Assistant 1	Visayas State College of Agriculture	313.41/day	9	Casual	Yes
01/11/1997	31/12/1999	Education Research Assistant 1	Visayas State College of Agriculture	366.68/day	9	Casual	Yes
01/01/2000	30/06/2001	Education Research Assistant 1	Visayas State College of Agriculture	403.36/day	9	Casual	Yes
01/07/2001	30/06/2007	Education Research Assistant 1	Leyte State University	423.55/day	9	Casual	Yes
01/07/2007	30/06/2008	Education Research Assistant 1	Visayas State University	465.91/day	9	Casual	Yes
01/07/2008	31/12/2009	Education Research Assistant 1	Visayas State University	512.50/day	9	Casual	Yes
01/01/2010	31/12/2010	Education Research Assistant 1	Visayas State University	566.77/day	9	Casual	Yes
01/01/2011	30/06/2013	Education Research Assistant 1	Visayas State University	621.05/day	9	Casual	Yes
01/07/2013	31/12/2013	Education Research Assistant 1	Visayas State University	675.32/day	9	Casual	Yes
01/01/2014	31/12/2015	Education Research Assistant 1	Visayas State University	729.59/day	9	Casual	Yes
01/01/2016	Present	Education Research Assistant 1	Visayas State University	750.55/day	9	Casual	Yes
01/01/2019	Present	Education Research Assistant 1	Visayas State University	817.05/day	9	Casual	Yes

(Continue on separate sheet if necessary)

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(Continue on separate sheet if necessary)

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

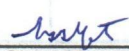
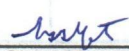
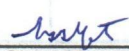
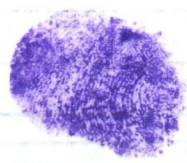
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(Continue on separate sheet if necessary)

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(Continue on separate sheet if necessary)

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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. Anabella B. Tulin</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>563-0338</td> </tr> <tr> <td>Dr. Othelo B. Capuno</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>335-3935</td> </tr> <tr> <td>Dr. Beatriz S. Belonias</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>563-7106</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Anabella B. Tulin	VSU, Visca, Baybay City, Leyte	563-0338	Dr. Othelo B. Capuno	VSU, Visca, Baybay City, Leyte	335-3935	Dr. Beatriz S. Belonias	VSU, Visca, Baybay City, Leyte	563-7106
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>University I.D.</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>v000621</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>Visayas State University</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	University I.D.	ID/License/Passport No.:	v000621	Date/Place of Issuance:	Visayas State University	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;">  Signature (Sign inside the box) January 3, 2021 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) January 3, 2021 Date Accomplished	
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<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p style="text-align: center;">With full and handwritten name tag and signature over printed name</p> <p style="text-align: center;">Computer generated or photocopied picture is not acceptable</p> </div> <div style="text-align: center; margin-top: 10px;">  <p>Right Thumbmark</p> </div>													
<p>SUBSCRIBED AND SWORN to before me this <u>17 FEB 2021</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"> <p>ATTY. RYSAN C. MINOCOR VSU Chief Legal Officer</p> <p>_____ Person Administering Oath</p> </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.

- Duration: November 1, 1987 to present
- Position: ERA 1 (Education Research Assistant)
- Name of Office/Unit: Office of Graduate School
- Immediate Supervisor: Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University, Main Campus

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

1. Attends to the following: Readmission, Registration, updating of students records, Formation of GAC, Formation of PCW, change of GAC members
Change of degree/ major/minor fields, Change of admission status, and other request by graduate students (clearance, certification)
2. Assess school fees during enrollment
3. Reasses/adjusts the actual amount of school fees
4. Receives & evaluates students requirement for graduation and prepares list of candidates for graduation
5. Evaluates, computes grades for grad. students honors and prepares list of honors
6. Evaluates, compute grades of students who will take their compre and final exam, Assign, prepares GS observer during final exams/thesis defense for MS and Ph.D. students
7. Monitors end of appointment and prepares renewal of appointment for graduate faculty
8. Takes charge of all CHED grantees concerns regarding the program and submit reports to CHED at end of the semester
9. Files documents to their personal folder


HEIDE S. LASQUITES

(Signature over Printed Name
of Employee/Applicant)

Date: January 3, 2021