

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	Valenzona		
FIRST NAME	Raul Anthony	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Santiago		
3. DATE OF BIRTH (mm/dd/yyyy)	07/16/1987	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: Philippines
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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 2 House/Block/Lot No. Street Palag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6521
8. WEIGHT (kg)	79.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Zone 2 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121048501996		
12. PHILHEALTH NO.	010510153753	19. TELEPHONE NO.	(1
13. SSS NO.	N/A	20. MOBILE NO.	906-613-0739
14. TIN NO.	949055796	21. E-MAIL ADDRESS (if any)	raulanthony.valenzona@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V02022		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Valenzona			
FIRST NAME	Raul	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Fernandez			
25. MOTHER'S MAIDEN NAME	Erlinda Igot Santiago			
SURNAME	Valenzona			
FIRST NAME	Erlinda			
MIDDLE NAME	Santiago		(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	Visca Foundation Elementary School	Elementary	1995	2001	Graduated	2001	N/A
SECONDARY	Dr. Geronimo B. Zaldivar Memorial School of Fisheries	High School	2004	2006	Graduated	2006	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2014	2017	Graduated	2017	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	02/12/2024



#### 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
	CSC Sub-Professional	80.70	10/13/2013	Saint Joseph College, Maasin City	N/A	N/A
	Non-Professional Driver's License		07/14/2017	LTO Regional Office, Baybay City	H1209000112	07/16/2022

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]


(Continue on separate sheet if necessary)

<b>SIGNATURE</b>	
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DATE \_\_\_\_\_

02/12/2024



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	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			
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/29/2023	08/29/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Frontliners and Excellent Customer Service	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure manuals and Guidelines	09/07/2022	10/07/2022	4	Technical	Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/30/2022	4	Technical	Visayas State University
	Internal Quality Audit Course based ISO 19011:2018 Auditing Guidelines	08/17/2022	08/19/2022	24	Technical	ACF Training & Consulting Group
	Documents Control and Records Management Training	09/21/2021	09/23/2021	32	Technical	AGF Training and Consulting Group
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	09/13/2021	09/13/2021	8	Technical	ODQA, Visayas State University
	Control you records before they control you: The basics of Records Management and Records Control	01/27/2021	01/27/2021	8	Technical	Department of Science and Technology - Science and Technology Information Institute
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	ODQA, Visayas State University
	Webinar on ISO Document Control	09/21/2020	09/21/2020	8	Technical	AGF Training and Consulting Group
	Documentation Training	01/17/2019	01/17/2019	8	Technical	AGF Consulting Group and Visayas State University
	Risk Assessment and ISO Process Documentation	01/16/2019	01/16/2019	8	Technical	AGF Consulting Group and Visayas State University
	Orientation on Basic Customer Service and Work Values	09/05/2017	09/05/2017	8	Technical	ODAHRD, Visayas State University
	Enterprise Resource Planning(ERP) workshop	03/04/2015	03/04/2015	8	Technical	DBM, Visayas State University
	Planning Workshop for Program Accreditation	02/04/2013	02/08/2013	64	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Personality Development and Customer Services	11/09/2010	11/09/2010	8	Technical	Skyway O&M Corp.
PLEASE SEE ATTACHMENT A						
(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)		
	Driving two/four wheels vehicles	N/A		N/A		
	Computer Skills(Minor troubleshooting)					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	02/12/2024	



## Attachment A.1

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

[illegible]



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:

End of contract

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

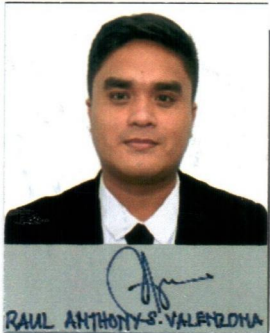
☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
Dr. Millagros C. Bales	Brgy. Pangasugan, Baybay City, Leyte	9424814524
Dr. Lualhati M. Noriel	Los Baños, Laguna	9185225669
Dr. Robelyn T. Piamonte	Brgy. Cogon, Baybay City, Leyte	053 565 0600 Local 1034

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.



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **Driver's Liscence**

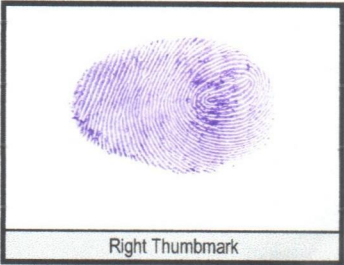
ID/License/Passport No.: **H12-09-000112**

Date/Place of Issuance: **July 13, 2022**

Signature (Sign inside the box)

02/12/2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 14 FEB 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath



## 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: July 16, 2017 – May 3, 2021
  - Position: Job Order(Clerk)
  - Name of Office/Unit: Quality Assurance Center
  - Immediate Supervisor: Dr. Milagros C. Bales
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Assisted if the conduct of AACUP Accreditation
    - Assisted in the Implementation of ISO 9001:2015 Certification
  - Summary of Actual Duties
    - Serves as the office clerk and prepares necessary documents needed for the office's functions.
- 
- Duration: May 3, 2021 – October 14, 2022
  - Position: Administrative Aide III(Casual)
  - Name of Office/Unit: Office of the Director for Quality Assurance
  - Immediate Supervisor: Dr. Editha G. Cagasan
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Assisted if the conduct of AACUP Accreditation
    - Assisted in the Implementation of ISO 9001:2015 Certification
  - Summary of Actual Duties
    - Serves as the office clerk and prepares necessary documents needed for the office's functions.
- 
- Duration: October 16, 2022 – Present
  - Position: Administrative Aide III(Clerk 1)
  - Name of Office/Unit: Department of Pest Management
  - Immediate Supervisor: Dr. Robelyn T. Piamonte
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)

- Assisted in the conduct of AACCCUP Accreditation
- Assisted in the Implementation of ISO 9001:2015 Certification
- Re-filing of documents

- Summary of Actual Duties

- Serves as the office clerk and prepares necessary documents needed for the office's functions.

RAUL ANTHONY S. VILLENZONA  
(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_