

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 () ☐ 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	VILBAR		
FIRST NAME	CARREN MAE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BASA		
3. DATE OF BIRTH (mm/dd/yyyy)	6/17/1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Cebu City	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.57 m	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	67 kg.		Purok I, Ilaya Pangasugan
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. GSIS ID NO.	2005670494		Baybay Leyte
11. PAG-IBIG ID NO.	121066973737		City/Municipality Province
12. PHILHEALTH NO.	132013086528	ZIP CODE	6521
13. SSS NO.	05-32038-107	18. PERMANENT ADDRESS	
14. TIN NO.	705908905	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V01181		Purok I, Ilaya Pangasugan
			Subdivision/Village Barangay
			Baybay Leyte
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09078033394
		21. E-MAIL ADDRESS (if any)	cm.vilbar@vsu.edu.ph

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	VILBAR	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALDREN	NAME EXTENSION (JR., SR)	CARL ALDREI B. VILBAR
MIDDLE NAME	LAGUNA		
OCCUPATION	UTILITY/MESSENGER		
EMPLOYER/BUSINESS NAME	VSU		
BUSINESS ADDRESS	VISCA, BAYBAY LEYTE		
TELEPHONE NO.	9515163802		
24. FATHER'S SURNAME	BASA		
FIRST NAME	CARLITO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	QUINTERO		
25. MOTHER'S MAIDEN NAME			
SURNAME	SIMANGCA		
FIRST NAME	EMELDA		
MIDDLE NAME	DALUGDUGAN		
(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	San Juan Elementary School	Primary	6/19/1905	6/25/1905	N/A	2003	Valedictorian
SECONDARY	Santo Niño Academy	Secondary	6/25/1905	6/29/1905	N/A	2007	1st honorable mention
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	BS Nursing	6/29/1905	7/2/1905	4th year 1st sem	2010	N/A
GRADUATE STUDIES							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		August 13, 2025		

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(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)
Good Communication Skills	Top Agent Specialist Agent	ADPA
Computer Literate		
Travel Agent Skills		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/13/2025
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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 checked="" 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Due to family reason: _____</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 checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" 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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MS. TERESITA L QUIÑANOLA</td> <td>HIPUSNGO, BAYBAY CITY</td> <td>9981517122</td> </tr> <tr> <td>MS. STACEY BATOBATO</td> <td>CEBU, CITY</td> <td>9778551514</td> </tr> <tr> <td>MS. PHOEBELYN CALUNGSOD</td> <td>BAYBAY LEYTE</td> <td>9171228433</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MS. TERESITA L QUIÑANOLA	HIPUSNGO, BAYBAY CITY	9981517122	MS. STACEY BATOBATO	CEBU, CITY	9778551514	MS. PHOEBELYN CALUNGSOD	BAYBAY LEYTE	9171228433
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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>													
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<p>SUBSCRIBED AND SWORN to before me this <u>13 AUG 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p>													
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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.

- Duration: July 18, 2017 – March 20, 2022
- Position: Administrative Aide III
- Name of Office/Unit: RSPPRO
- Immediate Supervisor: Teresita Quiñanola / Honey Sofia V. Colis
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Issued service records and employment certifications within the prescribed processing period.
- Updated the service cards of all VSU employees.
- Ensured the confidentiality and integrity of personnel records, maintaining a record of zero data breaches.
- Rendered technical assistance to other offices on recruitment policies and personnel records management.
- Provided support in the conduct of the NBC 461 evaluation.

- Summary of Actual Duties

Performs personnel records management functions, including issuing service records and employment certifications within the prescribed processing period, and updating the service cards of all VSU employees. Ensures the confidentiality and integrity of personnel records, maintaining zero data breach incidents. Provides technical assistance to other offices on recruitment policies and personnel records management, and extends support in the conduct of NBC 461 evaluation activities.


- Duration: March 20, 2022 – June 30, 2025
- Position: Administrative Aide IV
- Name of Office/Unit: RSPPRO
- Immediate Supervisor: Honey Sofia V. Colis
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Prepared and processed appointment documents for permanent, casual, and job order personnel in a timely manner.
- Ensured adherence to CSC regulations, agency staffing standards, and merit selection guidelines.
- Assisted in the preparation and updating of the agency's Plantilla of Personnel.
- Issued certifications and service records as requested.
- Organized and archived documents in line with established records management standards.
- Provided technical assistance to other offices on recruitment procedures and personnel records management.
- Updated reports for CSC, DBM, and the HRIS website.

- Summary of Actual Duties

Facilitates recruitment and personnel administration by preparing and processing appointment documents for permanent, casual, and job order personnel in a timely manner. Ensures compliance with CSC regulations, agency staffing standards, and merit selection guidelines. Assists in the preparation and updating of the agency's Plantilla of Personnel, and issues certifications and service records upon request. Maintains organized and properly archived personnel documents in accordance with records management standards. Provides technical assistance to other offices on recruitment processes and personnel records management, and updates required reports for CSC, DBM, and the HRIS website.


CARLOS M. VILDA
(Signature over Printed Name
of Employee/Applicant)

Date: 7/1/25