

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 box ☐ 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	DIANO		
FIRST NAME	EDERLINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SOLANO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/28/1955	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	Brgy. Bunga, Baybay, 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 BUNGA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	4'9	ZIP CODE	6521
8. WEIGHT (kg)	60k	18. PERMANENT ADDRESS	House/Block/Lot No. Street BUNGA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	A	ZIP CODE	6521
10. GSIS ID NO.	55092803031	19. TELEPHONE NO.	563-7189
11. PAG-IBIG ID NO.	1700-0024-7853	20. MOBILE NO.	09653601962
12. PHILHEALTH NO.	13-000015010-0	21. E-MAIL ADDRESS (if any)	ederlinadiano@yahoo.com
13. SSS NO.	N/A		
14. TIN NO.	116-624-145		
15. AGENCY EMPLOYEE NO.	V000180		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DIANO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARIO	NAME EXTENSION (JR., SR)	ELIANOR S. DIANO	2/29/1988
MIDDLE NAME	OQUIAS		MARICEL S. DIANO	10/15/1989
OCCUPATION	FARMER			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SOLANO			
FIRST NAME	TEOFILO	NAME EXTENSION (SR)		
MIDDLE NAME	GLORIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	FLOMENTERA			
FIRST NAME	DOLORES			
MIDDLE NAME	PILAPIL		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BUNGA COMMUNITY SCHOOL	GRADE IV	1962	1968	Graduated	1968	Salutatorian
SECONDARY	VISAYAS AGRICULTURAL COLLEGE	HIGH SCHOOL	1968	1972	Graduated	1972	N/A
VOCATIONAL / TRADE COURSE							
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR SECRETARIAL	1978	1980	Graduated	1980	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)							
SIGNATURE	[Signature]		DATE	8/20/18			



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
CAREER SERVICE SUB-PROFESSIONAL	80.56%	10/20/1996	TACLOBAN CITY		

(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	GOV'T SERVICE (Y/ N)
From	To						
1/1/2018	Present	Administrative Aide IV	Visayas State University	13,206.00	4	Permanent	Yes
8/1/2012	12/13/2016	Administrative Aide IV	Visayas State University	12,591.00	4	Permanent	Yes
6/1/2012	7/31/2014	Administrative Aide IV	Visayas State University	11,519.00	4	Permanent	Yes
8/1/2011	5/31/2012	Administrative Aide IV	Visayas State University	10,763.00	4	Permanent	Yes
6/1/2011	7/31/2011	Administrative Aide IV	Visayas State University	10,626.00	4	Permanent	Yes
6/24/2010	5/31/2011	Administrative Aide IV	Visayas State University	9,848.00	4	Permanent	Yes
7/1/2009	6/23/2010	Administrative Aide IV	Visayas State University	9,069.00	4	Permanent	Yes
8/10/2008	6/30/2009	Administrative Aide IV	Visayas State University	8,290.00	4	Permanent	Yes
7/1/2008	7/31/2008	Administrative Aide IV	Visayas State University	8,087.00	4	Permanent	Yes
7/1/2007	6/30/2008	Administrative Aide IV	Visayas State University	7,352.00	4	Permanent	Yes
8/1/2005	6/30/2007	Administrative Aide IV	Visayas State University	6,684.00	4	Permanent	Yes
12/1/2004	7/31/2005	Administrative Aide IV	Visayas State University	6,522.00	4	Permanent	Yes
8/1/2002	11/30/2004	Budgeting Aide	Visayas State University	6,522.00	4	Permanent	Yes
7/1/2001	7/31/2002	REMO I	Visayas State College of Agriculture	5,540.00	3	Permanent	Yes
1/1/2000	6/30/2001	REMO I	Visayas State College of Agriculture	5,276.00	3	Permanent	Yes
12/17/1999	12/31/1999	REMO I	Visayas State College of Agriculture	4,796.00	3	Permanent	Yes
1/1/1997	12/16/1999	Clerk I	Visayas State College of Agriculture	237.64	3	Casual	Yes
1/1/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	225.27	3	Casual	Yes
1/1/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	179.82	3	Casual	Yes
1/1/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	134.36	3	Casual	Yes
7/1/1989	12/31/1993	Clerk I	Visayas State College of Agriculture	98.00	3	Casual	Yes
12/14/1987	6/30/1989	Clerk	Visayas State College of Agriculture	38.15		Casual	Yes
3/1/1987	12/31/1987	Clerk	Visayas State College of Agriculture	28.15		Casual	Yes
7/1/1986	12/28/1987	Clerk	Visayas State College of Agriculture	24.50		Casual	Yes
1/1/1985	6/30/1986	Clerk	Visayas State College of Agriculture	22.25		Casual	Yes
5/1/1984	12/31/1984	Clerk	Visayas State College of Agriculture	20.25		Casual	Yes
3/1/1981	4/30/1984	Clerk	Visayas State College of Agriculture	18.40		Casual	Yes
6/1/1980	2/28/1981	Clerk	Visayas State College of Agriculture	16.00		Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/20/18
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(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)

[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION


[illegible]



(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>	DATE	8/20/18
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)	 PHOTO		
NAME		ADDRESS	TEL. NO.
LOUELLA C. AMPAC		VSU, BAYBAY CITY, LEYTE	563-7273
MYRNA S. PANCITO		VSU, BAYBAY CITY, LEYTE	563-7189
ERLINDA S. ESGUERRA	VSU, BAYBAY CITY, LEYTE	N/A	
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	 Signature (Sign inside the box) 8/21/2018 Date Accomplished	 Right Thumbmark
Government Issued ID: Unified Multi-Purpose ID		
ID/License/Passport No.: 006-0017-7089-6		
Date/Place of Issuance: GSIS, TACLOBAN CITY		

SUBSCRIBED AND SWORN to before me this AUG 31 2018, affiant exhibiting his/her validly issued government ID as indicated above.

  
ATTY. RYSAN C. GUINOCOR  
VSU LEGAL OFFICER  
Person Administering Oath