

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	CAINGCOY			
FIRST NAME	KIMBERLY	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	VANZUELA			
3. DATE OF BIRTH (mm/dd/yyyy)	4/23/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.47	ZIP CODE	House/Block/Lot No. Street	
8. WEIGHT (kg)	63		Subdivision/Village Barangay	
9. BLOOD TYPE	A+		BAYBAY CITY, LEYTE	
10. GSIS ID NO.	02005193586		City/Municipality Province	
11. PAG-IBIG ID NO.	121178738132	ZIP CODE	6521	
12. PHILHEALTH NO.	132506600352		18. PERMANENT ADDRESS	
13. SSS NO.	34-6171397-5		House/Block/Lot No. Street	
14. TIN NO.	474-522-430		Subdivision/Village Barangay	
15. AGENCY EMPLOYEE NO.	V-00992	19. TELEPHONE NO.	NONE	
		20. MOBILE NO.	09121733619	
		21. E-MAIL ADDRESS (if any)	kimberly.caingcoy@vsu.edu.ph	

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		NAME EXTENSION (JR., SR)	KYLE ALVIN C. BENITEZ	11/19/2023
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CAINGCOY (DECEASED)			
FIRST NAME	ALVIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VILLAYER			
25. MOTHER'S MAIDEN NAME	VANZUELA			
SURNAME	CAINGCOY			
FIRST NAME	EDELINA			
MIDDLE NAME	PANAL			

(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	MALINAO ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	2001	2007	N/A	2007	SECOND HONOR
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL SAN ISIDRO LOWER CAMPUS	SECONDARY EDUCATION	2007	2011	N/A	2011	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2011	2015	N/A	2015	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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[illegible]

#### V. WORK EXPERIENCE

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

[illegible]

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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			
	Bridging the GAP: Ensuring Food Safety for the Consumers	04/24/2024	04/24/2024	1.3	TECHNICAL	VISAYAS STATE UNIVERSITY
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 Awareness/Re-awareness	08/29/2023	08/29/2023	3.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	Soil Management for Cassava Production and Cassava Cultivation and Processing in Jember, Indonesia	11/14/2022	11/14/2022	3.0	TECHNICAL	College of Agriculture and Food Science, VSU
	ISO 9001:2015 Awareness/Re-awareness	09/13/2021	09/13/2021	3.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	TURNITIN Instructor's Workflow Training	05/31/2021	05/31/2021	1.3	TECHNICAL	VISAYAS STATE UNIVERSITY
	Challenges in Information Technology in this Time of Pandemic	05/20/2021	05/20/2021	2	TECHNICAL	NAVOTAS POLYTECHNIC COLLEGE
	Global Symposium on Soil Biodiversity-GSOBI21	04/19/2021	04/22/2021	32	TECHNICAL	OFFICE OF THE CLIMATE CHANGE, BIODIVERSITY & ENVIRONMENT & FAO
	International webinar on Earth Day 2021 - Restore Our Earth	04/22/2021	04/22/2021	2	TECHNICAL	YPARD PAKISTAN
	Best Practices in Writing and Publishing Your Research Paper	04/16/2021	04/16/2021	3	TECHNICAL	ELSEVIER
	SuperMap GIS Technologies in the Era of Big Data	03/26/2021	03/26/2021	3	TECHNICAL	SUPERMAP & MINDANAO STATE UNIVERSITY
	Bridging the gap between Education and Employment	03/26/2021	03/26/2021	3	TECHNICAL	SNDT Women's University, Dept of Lifelong Learning & Extension, Pune Sub centre & Tech Mahindra Foundation SMART Centre
	Webinar on Hot to shoot like a pro: Promote your serviced using mobile photography	03/24/2021	03/24/2021	2	TECHNICAL	DOST-STII Library
	Computer Literacy Course	03/23/2021	03/23/2021	3	TECHNICAL	ICT LITERACY AND COMPETENCY DEVELOPMENT BUREAU
	Photoshop 2021 Essential Training: The Basics	03/21/2021	03/21/2021	6	TECHNICAL	LinkedIn Learning
	Critical Thinking course	03/19/2021	03/19/2021	1	TECHNICAL	LinkedIn Learning
	Graphic Design Foundations: Layout and Composition	03/19/2021	03/19/2021	2	TECHNICAL	LinkedIn Learning
	Illustrator 2021 Essential	03/19/2021	03/19/2021	5	TECHNICAL	LinkedIn Learning
	InDesign 2021 Essential	03/19/2021	03/19/2021	5	TECHNICAL	LinkedIn Learning
	Learning SQL Programming (2017)	03/19/2021	03/19/2021	1	TECHNICAL	LinkedIn Learning
	Programming Foundations: Database	03/19/2021	03/19/2021	1	TECHNICAL	LinkedIn Learning
	Programming Foundations: Web Security	03/19/2021	03/19/2021	2	TECHNICAL	LinkedIn Learning
	Asian Impact Webinar for Tech Startups	10/3/2021	10/3/2021	2	TECHNICAL	ADB RESEARCH IN ACTION
	IMUN Online Conference 46.0 webinar	02/27/2021	02/28/2021	46	TECHNICAL	INTERNATIONAL MODEL UNITED NATIONS
	Coronavirus vaccine: Are you willing to take the shot?	02/23/2021	02/23/2021	3	TECHNICAL	VISAYAS STATE UNIVERSITY, COLLEGE OF ARTS & SCIENCES
	DOST-STII Webinar on How to Speak on a Digital Stage and Capture the Limelight	02/23/2021	02/23/2021	2	TECHNICAL	DOST-STII
	DOST-PCIEERD Forum on Projects under the Good Governance through Data Science and Decision Support (GODDESS)	8/2/2021	8/2/2021	3.0	TECHNICAL	DOST-PCIEERD
	Control Your Records before They Control You: The Basics of Records Management and Records Control	01/27/2021	01/27/2021	3.0	TECHNICAL	DOST-STII
	ISO 9001:2015 Awareness/Re-awareness	11/27/2020	11/27/2020	3.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	USE OF VSU GIS MAP SERVER & FIELD DATA COLLECTION USING OPEN DATA KIT (ODK) TECHNOLOGY USING ANDROID PHONE	06/26/2019	06/26/2019	8.0	TECHNICAL	VSU - GIZ, LIDAR
	WORKING TOWARDS PERSONAL EFFECTIVENESS	11/20/2018	11/23/2018	32.0	TECHNICAL	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES (POAP)
	SOFT SKILLS TRAINING PROGRAM	09/07/2016	09/13/2016	56.0	TECHNICAL	ATOS COMPANY
	STANDARD CEAC TRAINING FOR STAGE 2 IMPLEMENTATION	04/25/2016	04/29/2016	40.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - KALAHI
(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)		
	TROUBLESHOOT PC/LAPTOP	N/A		COMPUTER SCIENCE STUDENT SOCIETY (CS3)		
	I LIKE LEARNING NEW STUFF THROUGH INTERNET					
	LISTENING TO MUSIC					
	PLAYING MOBILE GAMES					
(Continue on separate sheet if necessary)						
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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

☐ 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

☐ YES

☒ NO

If YES, give details:

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.
ENGR. MARITO V. CATORCE	CUATRO DE AGOSTO, MAHAPLAG, LEYTE	9631193191
PROF. WINSTON M. TABADA	VISCA, BAYBAY CITY, LEYTE	9175489956
DR. VICTOR B. ASIO	VISCA, BAYBAY CITY, LEYTE	9257620329

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 LICENSE

ID/License/Passport No.: H1217000102

Date/Place of Issuance: 04/22/2021 BAYBAY CITY, LEYTE

Signature (Sign inside the box)

January 3, 2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 27 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUBOCOR  
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: January 16, 2017 - Present
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Vice President for Research, Extension & Innovation – Annals of Tropical Research
- Immediate Supervisor: Dr. Harvie P. Portugaliza
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Act as Editorial Assistant of the Annals of Tropical Research Journal. Assists the Editorial Board in the production of the ATR Journal (article review, proofreading, editing, presswork). Assists in the maintenance of the ATR website (i.e., updating of journal information, uploading of issues, etc.). Facilitate the day-to-day operations of the ATR office (i.e., local and foreign correspondence, manage journal financial matters and subscriptions).

- Duration: July 1, 2015 – June 30, 2016
- Position: Municipal Database Encoder (MDE) & Geo -Tagger
- Name of Office/Unit: DSWD-KALAHI
- Immediate Supervisor: Engr. Marito V. Catorce
- Name of Agency/Organization and Location: Local Government Unit of Mahaplag

- List of Accomplishments and Contributions (if any)

- Established Database for the municipal projects

- Summary of Actual Duties

- Coordinated the preparation, facilitation and implementation of the projects; took charge of the municipal database and encoding status of all the papers in KALAHI; take charge of the geo-tagging activity of all the barangay under KALAHI-CIDSS project.

- Duration: June 1, 2015 – June 30, 2015
- Position: Encoder
- Name of Office/Unit: HRMO
- Immediate Supervisor: Editha V. Jumamoy
- Name of Agency/Organization and Location: Local Government Unit of Mahaplag
  
- Summary of Actual Duties
  - Facilitating all papers and checking the attendance of the municipal employees; take charge of encoding new forms needed to disseminate to the other departments.

**KIMBERLY V. CAINGCOY**  
(Signature over Printed Name  
of Employee/Applicant)

Date: DEC. 6, 2024