

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	CUYNO			
FIRST NAME	DONNA		NAME EXTENSION (JR., SR)	
MIDDLE NAME	CAJA			
3. DATE OF BIRTH (mm/dd/yyyy)	03/06/1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	UBAY BOHOL	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.52	ZIP CODE	House/Block/Lot No. Street	
8. WEIGHT (kg)	49		Subdivision/Village GUADALUPE	
9. BLOOD TYPE	O+		BAYBAY CITY LEYTE	
10. GSIS ID NO.	2005449024		City/Municipality Province	
11. PAG-IBIG ID NO.	121187193609	ZIP CODE	6521	
12. PHILHEALTH NO.	122505151060		18. PERMANENT ADDRESS	
13. SSS NO.	34-6396742-8		House/Block/Lot No. Street	SINANDIGAN
14. TIN NO.	493-001-950-000		Subdivision/Village UBAY	Barangay BOHOL
15. AGENCY EMPLOYEE NO.	V01073	19. TELEPHONE NO.	NONE	
		20. MOBILE NO.	+639168942178	
		21. E-MAIL ADDRESS (if any)	donna.cuyno@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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CUYNO		N/A	N/A
FIRST NAME	ROMULO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	AUDITOR		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	CAJA		N/A	N/A
FIRST NAME	ROMANA		N/A	N/A
MIDDLE NAME	GUNAYAN		(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	SINANDIGAN ELEMENTARY SCHOOL	ELEMENTARY	2002	2008	N/A	2008	VALEDICTORIAN
SECONDARY	UNION NATIONAL HIGH SCHOOL	HIGH SCHOOL	2008	2012	N/A	2012	2ND HONORABLE MENTION
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 STATISTICS	2012	2016	N/A	2016	CUM LAUDE
GRADUATE STUDIES	HASSETT UNIVERSITY	MASTER OF STATISTICS AND DATA SCIENCE	2020	PRESENT	N/A	N/A	VLIR-UOS

SIGNATURE	DATE	July 28, 2022
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 28, 2022
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M. 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	
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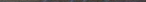
[illegible]







(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)
R, SAS, SPSS, PYTHON	N/A	VSU FACULTY ASSOCIATION
		VSU ALUMNI ASSOCIATION
		VSU STATISTICAL SOCIETY

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 28, 2022
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ FINISHED 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?	<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 items: 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)																			
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Nestor M. Pestelos, Ph.D.</td><td>Donor Local Development Foundation, Inc. Bacolod, Negros Occidental</td><td>9173041450</td></tr><tr><td>Engr. Erwin J. Abonales</td><td>PCA 8, Baras, Palo, Leyte</td><td>9277180097</td></tr><tr><td>Remberto Patindol, Ph.D.</td><td>VSU Visca, Baybay City, Leyte</td><td>9176341454</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Nestor M. Pestelos, Ph.D.	Donor Local Development Foundation, Inc. Bacolod, Negros Occidental	9173041450	Engr. Erwin J. Abonales	PCA 8, Baras, Palo, Leyte	9277180097	Remberto Patindol, Ph.D.	VSU Visca, Baybay City, Leyte	9176341454						
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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.																			
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SUBSCRIBED AND SWORN to before me this <u>JUL 16 2022</u> at <u>Baybay City, Leyte</u> , by <u>Donna C. Cuyano</u> , applicant exhibiting his/her valid issued government ID as indicated above.																			
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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 2, 2018 - Present**
- Position: **Instructor I**
- Name of Office/Unit: **Department of Statistics**
- Immediate Supervisor: **May Ann Palen**
- Name of Agency/Organization and Location: **Visayas State University, Visca, Baybay City**
- Summary of Actual Duties
 1. Teaches Statistics courses
 2. Analyzes research data
 3. Executes other functions as may be required

- Duration: **February 1-28, 2018**
- Position: **Researcher**
- Name of Office/Unit: **Nutrition Office**
- Immediate Supervisor: **Nestor Pestelos**
- Name of Agency/Organization and Location: **Talibon Municipal Hall, Talibon, Bohol**
- Summary of Actual Duties
 1. Collected data for the 'Compendium of Actions for Nutrition' in Talibon, Bohol as it is one of the 12 top-performing municipalities in the Philippines in term of Nutrition
 2. Processed data collected and made of narrative report


DONNA C. CUYNO
(Signature over Printed Name
of Employee/Applicant)

Date: July 28, 2022