

# 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	Gica		
FIRST NAME	Mae Claudine	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Mopon		
3. DATE OF BIRTH (mm/dd/yyyy)	24/11/1994	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	Merida, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Siapon Street Poblacion Barangay Leyte Province
7. HEIGHT (m)	1.61 cm	House/Block/Lot No.	
8. WEIGHT (kg)	52 kg	Subdivision/Village	
9. BLOOD TYPE	"O"	Merida	
10. GSIS ID NO.	2005-056-949	City/Municipality	
11. PAG-IBIG ID NO.		ZIP CODE	6540
12. PHILHEALTH NO.	13-025297514-5	18. PERMANENT ADDRESS	Siapon Street Poblacion Barangay Leyte Province
13. SSS NO.	06-3737626-2	House/Block/Lot No.	
14. TIN NO.	326-590-595	Subdivision/Village	
15. AGENCY EMPLOYEE NO.	V00918	Merida	
		City/Municipality	
		ZIP CODE	6540
		19. TELEPHONE NO.	(053)557-9860
		20. MOBILE NO.	+63977843007
		21. E-MAIL ADDRESS (if any)	maeclaudinegica@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Gica			
FIRST NAME	Agripino	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Flores			
25. MOTHER'S MAIDEN NAME				
SURNAME	Mopon			
FIRST NAME	Gina			
MIDDLE NAME	Palconit			

(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	Merida Central School	Elementary	2001	2006		Transferred	1st, 1st, 2nd, 3rd, and 4th Honor
SECONDARY	Holy Child Parish School of Isabel Inc	Elementary	2006	2007		2007	3rd Honorable Mention
VOCATIONAL / TRADE COURSE	Holy Child Parish School of Isabel Inc	High School	2007	2011		2011	High Scholastic Honor
COLLEGE	Visayas State University	Bachelor of Science in Development Communication	2011	2015		2015	College Scholar and Academic Scholar
GRADUATE STUDIES	Visayas State University	Master of Science in Development Communication	2015	Present		2018	

(Continue on separate sheet if necessary)


SIGNATURE	DATE	JULY 27, 2020
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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

**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		
	Association of Development Communicators and Educators in the Philippines	06/01/2017	Present	8hrs/day	member
	Philippine Association of Communication Educators	06/03/2016	present	8hrs/day	member
	Consortium of Development Communication Educators and Practitioners of the Philippines	12/03/2016	present	8hrs/day	member
	VSU Development Communicators' Society	06/05/2011	04/26/2015	8hrs/day	member; treasurer
	CAFS-SSC	06/02/2014	04/26/2015	8hrs/day	4th year representative
	VSU Chorale Ensemble	06/05/2012	10/18/2012	4hrs/day	Soprano 2 singer
	VSU Amaranth	06/05/2011	03/28/2012	4hrs/day	column writer

(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			
	Pinoy Media Congress 11	16/02/2017	18/02/2017	3 days	Technical	PACE, ABS-CBN, VSU, SMC
	Adobe Premiere Workshop	24/03/2017	26/03/2017	3 days	Technical	Stanley Gabete, ABS-CBN Segment Producer
	Seminar on Marketing Management	19/03/2017	19/03/2017	1 day	Technical	DBM, VSU
	Paper Presenter on Approaches to Qualitative Research to Development Communication Graduate Seminar	27/04/2017	27/04/2017	1 day	Technical	DDC, VSU
	Seminar Workshop on Coaching and Linking Performance	12/07/2017	12/07/2017	1 day	Technical	OVPI, VSU
	Gender and Development Orientation Seminar on Gender Matters	21/07/2017	21/07/2017	1 day	Technical	ISRDS, VSU
	Resource Person on Radio Broadcasting Workshop	09/09/2017	09/09/2017	1 day	Technical	Merida Vocational School
	25th Annual Conference 2017 "Rethinking Communication in a Resurgent Asia"	09/27/2017	09/29/2017	3 days	Technical	AMIC Phil.
	Coach on Radio Drama Category on PASUC VIII Culture and the Arts Festival Competition	17/11/2017	17/11/2017	1 day	Technical	PASUC, LNU Tacloban
	Workshop on Writing and Publishing in High Impact Journals	01/11/2018	01/12/2018	2 days	Technical	College of Nursing, VSU
	Resource Person Extension Delivery System and Workshop	02/22/2018	02/23/2018	2 days	Technical	ATI, VSU
	Participatory Planning Workshop on Priority Livelihood Programs of the VSU/CAFS-ATI-LGU Project Phase II	02/27/2018	02/27/2018	1 day	Technical	CAFS, VSU
	Training on Extension Proposal Writing	07/18/2018	07/20/2018	3 days	Technical	OVPRE, VSU
	Performance Targeting Workshop 2018	07/31/2018	07/31/2018	1 day	Technical	OVPRE, VSU
	RTSPC	09/19/2018	09/22/2018	3 days	Technical	Amaranth, VSU
	Workshop on "Climate Change: iBrodkas Mo!Phase 2 "	09/27/2018	09/28/2018	2 days	Technical	ATI, VSU
	AAACU Biennial Conference and General Assembly	10/15/2018	10/19/2018	4 days	Technical	VSU
	IEC-YRRP Meeting-cun-Workshop	12/11/2018	12/11/2018	1 day	Technical	OVPRE and DDC, VSU
	Outcome-Based Education Seminar-Workshop	03/04/2019	03/05/2019	2 days	Technical	CAFS,VSU
	Training on Podcast Development and Other Communication Tools for Wildlife Protection	04/29/2019	05/02/2019	4 days	Technical	United States Agency International Development
	SEARCA Regional Professional Chair Lecture on Towards Building Resilience:Insights from the Use of Climate	04/01/2019	04/01/2019	1 day	Technical	CCE, VSU
	SUC-ACAP Conference and General Assembly	05/22/2019	05/24/2019	3 days	Technical	VSU
	Job Seeking Seminar	06/07/2019	06/07/2019	1 day	Technical	DBM, VSU

(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)
	Singing, Acting, and Dancing		N/A		Consortium of Development Communication Educators and Development Communicators' Society
	Graphic Designer / Graphic Artist		N/A		CAFS-SSC
	Photo Editing, Video Editing, Audio Editing, Audio Mixing		N/A		VSU Chorale Ensemble
	Disc Jockeying, Radio Broadcaster		N/A		VSU Amaranth
	News Writing, Research and Extension		N/A		

(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:

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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
DR. CHRISTINA A. GABRILLO	Visca, Baybay City, Leyte	9064966198
DR. WOLFREDA ALESNA	Visca, Baybay City, Leyte	9155087543
MR. JUN TAGALOG	Cebu City	9257255511

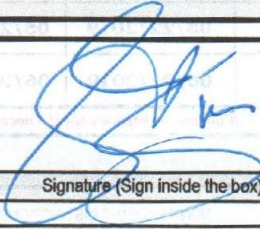
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate 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

Government Issued ID: **V00918**


ID/License/Passport No.: **ID**

Date/Place of Issuance: **Baybay City, Leyte**



Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **24 AUG 2020**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

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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: **August 01, 2016 - Present**
- Position: **Instructor**
- Name of Office/Unit: **Department of Development Communication**
- Immediate Supervisor: **Christina A. Gabrillo**
- Name of Agency/Organization and Location: **Visayas State University, Brgy. Pangasugan Baybay City Leyte**
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

  
**MAE CLAUDINE M. GICA**

(Signature over Printed Name  
of Employee/Applicant)

Date: JUL 27, 2020