

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	BORLEO		
FIRST NAME	MICHELLE	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	ACOMPAÑADO		
3. DATE OF BIRTH (mm/dd/yyyy)	1/6/1986	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	MAHAPLAG, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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 Marcos Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.61	ZIP CODE	6521
8. WEIGHT (kg)	55		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Malinao Subdivision/Village Barangay Mahaplag Leyte City/Municipality Province
10. GSIS ID NO.	CRN-006-0053-8159-5	ZIP CODE	6512
11. PAG-IBIG ID NO.	121045110774		
12. PHILHEALTH NO.	13-000081471-8	19. TELEPHONE NO.	None
13. SSS NO.	N/A	20. MOBILE NO.	+639364155627
14. TIN NO.	929-033-106	21. E-MAIL ADDRESS (if any)	maborleo@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00822		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	BORLEO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOHNNY	NAME EXTENSION (JR., SR)	Lawrence Christian A. Borleo	3/31/2006
MIDDLE NAME	CASIL			
OCCUPATION	Security Guard			
EMPLOYER/BUSINESS NAME	No Information			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ACOMPAÑADO			
FIRST NAME	NILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SUAREZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	VANZUELA			
FIRST NAME	MARIETTA			
MIDDLE NAME	ABRANTES			

(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	N/A	1992	1998	Graduated	1998	2nd Hon. Mention
SECONDARY	MAHAPLAG NATIONAL HIGHSCHOOL	N/A	1998	2002	Graduated	2002	3rd Hon. Mention
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Statistics	2002	2006	Graduated	2006	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management	2015	present	with 40 units	currently enrolled	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/29/2019
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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]

SIGNATURE		DATE	7/24/2019
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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		
NONE					

(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			
	GPPB Traning on Republic Act 9184 and Revised IRR	06/10/2019	06/12/2019	20	Technical	Visayas State University and GPPB
	Basic CPR and First Aid Lecture and Demonstration by the Philippine Red Cross	04/17/2019	04/17/2019	4	Technical	Visayas State University and Philippine Red Cross
	Hands-On Training on VSU HRMIS	9/12/2018	9/12/2018	5	Technical	Visayas State University
	Website Content Workshop	9/6/2018	9/6/2018	5	Technical	Visayas State University
	International Seminar of Eartquake	8/21/2017	8/21/2017	8	Technical	College of Engineering-VSU
	Seminar Series on Records Management	5/09/2017	5/09/2017	2.0	Technical	College of Engineering-VSU
	Seminar Series on Records Management	3/16/2017	3/16/2017	2.0	Technical	College of Engineering-VSU
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	8.0	Tehnical	Visayas State University
	Seminar Series on Records Management	2/14/2017	2/14/2017	2.0	Technical	College of Engineering-VSU
	Seminar Series on Records Management	2/10/2017	2/10/2017	2.0	Technical	College of Engineering-VSU
	ISO 9001:2015 Training on Internal Quality Audit	1/23/2017	1/25/2017	24.0	Technical	Visayas State University
	Seminar-Workshop on 5S and Records Management	12/15/2016	12/15/2016	7.5	Technical	Visayas State Univesity
	11th International Agricultural Engineering Conference and Exhibition, 64th PSAE Annual National Convention and 25th Philippine Agricultural Engineering Week	4/21/2014	4/25/2014	40.0	Technical	Philippine Society of Agricultural Engineers (PSAE) and Visayas State University (VSU)
	Training on Renewable Energy Electrification	3/11/2013	3/15/2013	40.0	Technical	Department of Energy and VSU-AREC
	Training-Workshop on Qualitative Research Methods	4/25/2011	4/28/2011	32.0	Technical	Visayas State University
	Training-Workshop on Writing and Reviewing Research Articles for Peer-Reviewed Publications (2nd Batch)	4/11/2011	4/15/2011	40.0	Technical	Visayas State University
	Training-Workshop on Project Proposal Development	11/29/2010	12/3/2010	40.0	Technical	Visayas State University
	Intellectual Property Seminar-Workshop	9/9/2010	9/9/2010	8.0	Technical	Visayas State University
	Training-Workshop on Research Instruments Preparation and Focus Group Discussion Facilitation	1/25/2010	1/26/2010	16.0	Technical	Visayas State University

(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)
	Computer Literate (MS Office)		NONE		VSU - Alumni Association
	Desktop Publishing (Adobe Photoshop)				Administrative Personnel Association
	Statistical Packages for Social Sciences (SPSS)				

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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7/24/2019

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

If YES, give details:

☐ 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:

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?

☐ YES

☒ NO

If YES, give details:

☐ 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

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.
DR. ROBERTO C. GUARTE	VSU, VISCA, BAYBAY CITY, LEYTE	(053)563-7068
DR. JACQUELINE M. GUARTE	VSU, VISCA, BAYBAY CITY, LEYTE	(053) 563-7068
DR. REMBERTO A. PATINDOL	VSU, VISCA, BAYBAY CITY, LEYTE	9266736112

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: Driver's License

ID/License/Passport No.: H12-12-001859

Date/Place of Issuance: 1/06/2018/ LTO-Baybay City

Signature (Sign inside the box)

7/24/2019

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 08 AUG 2019, 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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