

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	ATUPAN		
FIRST NAME	QUEEN-EVER	NAME EXTENSION (JR., SR)	
MIDDLE NAME	YURANGO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1977	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	ISABEL 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	
7. HEIGHT (m)	1.68 METERS	House/Block/Lot No.	Street
8. WEIGHT (kg)	85 KILOGRAMS	VSU - ISABEL COMPOUND	MARVEL
9. BLOOD TYPE	B+	Subdivision/Village	Barangay
10. GSIS ID NO.	B77XTQYA014	ISABEL	LEYTE
11. PAG-IBIG ID NO.	0801-328190-06	City/Municipality	Province
12. PHILHEALTH NO.	13-00050781-5	ZIP CODE	6539
13. SSS NO.	06-1734903-1	18. PERMANENT ADDRESS	
14. TIN NO.	901-129-906	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	VI00004	Subdivision/Village	Barangay
		ISABEL	LEYTE
		City/Municipality	Province
		ZIP CODE	6539
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09955181566
		21. E-MAIL ADDRESS (if any)	queenatupan1977@gmail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	ATUPAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOVENIANO	NAME EXTENSION (JR., SR)	PRINCESS SHASSI Y. ATUPAN	05/13/2001
MIDDLE NAME	BUQUING		SHARYNN PRINCESS Y. ATUPAN	02/05/2012
OCCUPATION	TEACHER III		PRINCE JOVEQ I Y. ATUPAN	09/24/2013
EMPLOYER/BUSINESS NAME	DEPARTMENT OF EDUCATION -INCS		SIYARAH QUEEN Y. ATUPAN	02/28/2016
BUSINESS ADDRESS	MARVEL, ISABEL, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	YURANGO			
FIRST NAME	CAMILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ESCOTON			
25. MOTHER'S MAIDEN NAME				
SURNAME	OTADOY			
FIRST NAME	LILIA			
MIDDLE NAME	INOPIQUEZ			

(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	TOLINGON ELEMENTARY SCHOOL	PRIMARY EDUCATION	1984	1990		1990	VALEDICTORIAN
SECONDARY	WESTERN LEYTE COLLEGE	HIGH SCHOOL	1990	1994		1994	SALUTATORIAN & MATHEMATICIAN OF THE YEAR
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	WESTERN LEYTE COLLEGE	BACHELOR OF SCIENCE IN ACCOUNTANCY	1994	1998		1998	CUM LAUDE, LEADERSHIP AWARD & PESFA SCHOLAR
GRADUATE STUDIES	PALOMPON INSTITUTE OF TECHNOLOGY	MASTER OF MANAGEMENT	2014	2017		2017	
GRADUATE STUDIES	PALOMPON INSTITUTE OF TECHNOLOGY	DOCTOR OF MANAGEMENT	2017	2018	48 UNITS		

(Continue on separate sheet if necessary)

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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
CERTIFIED PUBLIC ACCOUNTANT LICENSURE EXAMINATION	75.14%	OCT.16,17,25 &26,1998	EMILIO AGUINALDO COLLEGE	0098016	11-27-1998
CIVIL SERVICE ELIGIBILITY FOR HONOR GRADUATE		03/24/1998	WESTERN LEYTE COLLEGE		03-24-1998
CIVIL SERVICE ELIGIBILITY SUB-PROFESSIONAL EXAM	87.00%	02/14/1998	ORMOC CITY HIGH SCHOOL		06/05/1998

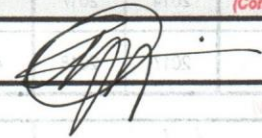
(Continue on separate sheet if necessary)

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-y INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2019	to date	ADMINISTRATIVE OFFICER III	VISAYAS STATE UNIVERSITY - ISABEL	27,755.00	14-1	PERMANENT	YES
08/01/2018	12/31/2018	ADMINISTRATIVE OFFICER III	VISAYAS STATE UNIVERSITY - ISABEL	26,494.00	14-1	PERMANENT	YES
01/01/2018	07/31/2018	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	24,043.00	12-8	PERMANENT	YES
01/01/2017	12/31/2017	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	22,611.00	12-6	PERMANENT	YES
03/16/2016	12/31/2016	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	21,769.00	12-6	PERMANENT	YES
01/31/2016	03/15/2016	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	21,540.00	12-5	PERMANENT	YES
03/16/2013	12/31/2015	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	20,750.00	12-5	PERMANENT	YES
06/01/2011	03/15/2013	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	19,047.00	12-4	PERMANENT	YES
06/24/2010	05/31/2011	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	17,548.00	12-4	PERMANENT	YES
03/16/2010	06/23/2010	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	16,050.00	12-4	PERMANENT	YES
07/01/2009	03/15/2010	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	15,733.00	12-3	PERMANENT	YES
07/01/2008	06/30/2009	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	13,392.00	11-3	PERMANENT	YES
07/01/2007	06/30/2008	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	12,175.00	11-3	PERMANENT	YES
03/16/2007	06/30/2007	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	11,068.00	11-3	PERMANENT	YES
01/01/2007	03/15/2007	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	10,798.00	11-2	PERMANENT	YES
01/01/2006	12/31/2006	ACCOUNTANT - I	VISAYAS STATE UNIVERSITY - ISABEL	10,798.00	11-2	PERMANENT	YES
03/16/2004	12/31/2004	ACCOUNTANT - I	LEYTE STATE UNIVERSITY - ISABEL	10,798.00	11-2	PERMANENT	YES
01/01/2003	03/15/2004	ACCOUNTANT - I	LEYTE STATE UNIVERSITY - ISABEL	10,535.00	11-1	PERMANENT	YES
07/01/2001	12/31/2002	ACCOUNTANT - I	LEYTE STATE UNIVERSITY - ISABEL	10,535.00	11-1	PERMANENT	YES
03/16/2001	06/30/2001	ACCOUNTANT - I	INAVS, ISABEL LEYTE	10,033.00	11-1	PERMANENT	YES
06/01/2000	12/31/2000	ACCOUNTING STAFF	MILLENIUM BUSINESS SERVICES, INC.	7,500.00	N/A	CONTRACTUAL	NO
12/01/1998	03/31/2000	INSTRUCTOR	WESTERN LEYTE COLLEGE	100 per hour	N/A	PART-TIME	NO

(Continue on separate sheet if necessary)

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	MATLANG CHURCH OF CHRIST, INC.	1/ 01 /2004	PRESENT		BOOKKEEPER/CASHIER
	LEYTE CHURCHES OF CHRIST WOMEN'S MINISTRY	8/21/2019	PRESENT		PROVINCIAL PRESIDENT

(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			
	REORIENTATION SEMINAR ON IMPLEMENTATION OF WEBMSP	08/02/2019	08/02/2019	4		GSIS Tacloban, Tacloban City
	HR SYMPOSIUM, "MOVING TOWARDS AMBISYON NATIN 2040"	07/24/2019	07/26/2019	24		CSC, NATIONAL
	DISASTER RISK REDUCTION TRAINING	06/20/2019	08/22/2019	24		NGCP
	HR CONVERGENCE	04/01/2019	04/03/2019	24		Civil Service Commission, Region VIII
	SEMINAR-WORKSHOP ON IMPLEMENTATION READY PROJECT PROPOSAL	03/15/2019	03/15/2019	8		VSU-Main, Baybay City
	2019 CONGRESS OF HR PRACTITIONERS	02/28/2019	03/01/2019	16		Civil Service Commission, Region VIII
	REVISED IRR OF R.A. 9184	03/20/2019	03/22/2019	24		GPPB AND VSU
	SEMINAR-WORKSHOP ON THE 2017 ORA OHRA	11/14/2018	11/15/2018	16		Civil Service Commission, Region VIII
	INTERNATIONAL TRAINING ON GLOBAL RDE UPDATES IN CLIMATE CHANGE	10/29/2018	10/31/2018	24		VSU AND CHED
	FIRST AIDE AND BASIC LIFE SUPPORT	09/04/2018	09/06/2018	24		DRRM, ISABEL
	2018 HR SUMMIT	10/24/2018	10/25/2018	16		Civil Service Commission, Region VIII
	GOVERNMENT ACCOUNTING MANUAL FOR NATIONAL GOVERNMENT AGENCIES	08/13/2018	08/17/2018	38.5		COA, Region VIII, Tacloban City
	COMPETENCY BASED HR SYSTEM	07/04/2018	07/06/2018	24		VSU-Main, Baybay City
	PRIME-HRM CONVERSATION WITH LEADERS	05/29/2018	05/30/2018	16		Civil Service Commission, Region VIII
	ASEAN Integration and Public Financial Management Reforms	05/02/2018	05/05/2018	32		PAGBA, Inc.
	Consultative Forum on Linking Education and Economic Development	03/23/2018	03/23/2018	8		NEDA, Eastern Visayas Region
	Workshop in Preparation for Level I and Level II AACUP Accreditation	12/06/2017	12/07/2017	16		VSU-Main, Baybay City
	Orientation on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA_OHRA)	11/20/2017	11/21/2017	16		Civil Service Commission, Region VIII
	Laws and Rules on Government Expenditures	10/03/2017	10/06/2017	32		COA, Region VIII, Tacloban City
	1st Service Excellence Summit for Leaders	09/22/2017	09/22/2017	8		Civil Service Commission, Region VIII
	Conference Workshop on Reporting Policies Among Registrars and those designated as HR Officers, B	09/12/2017	09/12/2017	8		VSU-Main, Baybay City
	Strategic Planning Workshop	07/19/2017	07/20/2017	16		VSU-Main, Baybay City
	Full Length Training on Government Procurement Reform Act and its Revised IRR"	05 / 03 / 2017	05 / 05 / 2017	24		DBM Region VIII, Tacloban City
	5s " The Practice of Good House Keeping"	04 / 28 / 2017	04 / 28 / 2017	8		VSU - Isabel
	Echo Seminar on IPCR	07 / 03 / 2016	07 / 03 / 2016	8		VSU - Isabel
	Philippine Public Sector Accounting Standards(PPSAS) and Revised Chart of Accounts (RCA)	04 / 23 / 2016	04 / 27 / 2016	40		COA, Region VIII, Tacloban City
	GSIS Orientation Meeting & Updates for AAOs	04 / 23 / 2015	04 / 23 / 2015	8		GSIS Tacloban, Tacloban City
	Unified Accounts Code Structure (UACS) Application Course	11/ 04 / 2014	11/ 06 / 2014	24		DBM and VSU, Baybay City
	Re-orientation on SPMS and Availment of Service Credits	09 / 29 / 2014	09 / 29 / 2014	8		VSU - Isabel
	PUBLIC FINANCIAL MANAGEMENT AND CLIMATE CHANGE RESILIENCY	04 / 23 / 2014	04 / 26 / 2014	24		PHIL. Association for Gov't Budget Administration (PAGBA), Inc.
	Orientation-Seminar on Organic Agriculture and RDE Program	06 / 13 / 2013	6 / 13 / 2013	8		VSU - Isabel
	Seminar on Anti-Red Tape Act and Rules on Administrative Cases	07 / 30 / 2013	07 / 30 / 2013	8		VSU - Isabel
	Orientation-Seminar on Strategic Human Resource Plan (SHRP)	06 / 21 / 2013	06 / 21 / 2013	8		VSU - Isabel
	Seminar on GSIS Membership and Member's Benefits	05 / 17 / 2013	05 / 17 / 2013	8		VSU - Isabel
	RDE Planning Workshop	03 / 13 / 2013	03 / 13 / 2013	8		VSU - Isabel
	Workshop on Cascading of Agency Performance Targets	08 / 13 / 2012	08 / 14 / 2012	16		VSU- Main, Baybay City

(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		MERITORIOUS PERFORMANCE AWARD CY 2017		PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	DANCING		CERTIFICATE OF RECOGNITION FOR BEING RATED OUTSTANDING ON THE IPCR FOR CY 2018		ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES
	COMPUTER LITERATE IN MICROSOFT EXCEL,WORD,POWERPOINT				PHILIPPINE ASSOCIATION FOR GOV'T BUDGET ADMINISTRATION,INC.

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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:

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:

I resigned from my previous work in private sector.

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

☐ 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.
PROF. LUZVIMINDA A. TAJOS	VSU-ISABEL, ISABEL LEYTE	09459851491
DR. ALBERTO A. CARILLAS	VSU-ISABEL, ISABEL LEYTE	09157598105
PROF. ESPERANZA E. SUMALINOG	VSU-ISABEL, ISABEL LEYTE	09165929844

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: GSIS UMID

ID/License/Passport No.: CRN-000-6173-4903-1

Date/Place of Issuance: LANDBANK. ORMOC CITY

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 4 NOV 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYO M. GUINOCOR
VSU LEGAL OFFICER

Person Administering Oath

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