

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	DIDAL		
FIRST NAME	POCA JOE		NAME EXTENSION (JR., SR)
MIDDLE NAME	ASIS		
3. DATE OF BIRTH (mm/dd/yyyy)	02/23/90	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input 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	168 ANDRES BONIFACIO House/Block/Lot No. Street POBLACION ZONE 11 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.75	ZIP CODE	
8. WEIGHT (kg)	72		
9. BLOOD TYPE	O		
10. GSIS ID NO.	2006294528		
11. PAG-IBIG ID NO.	1210886456876	18. PERMANENT ADDRESS	168 ANDRES BONIFACIO House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
12. PHILHEALTH NO.	120511519514	ZIP CODE	
13. SSS NO.	06-3026400-9	19. TELEPHONE NO.	
14. TIN NO.	312-800-312-0000	20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.	V02094	21. E-MAIL ADDRESS (if any)	


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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DIDAL			
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CALIPARA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ASIS			
FIRST NAME	MAURA			
MIDDLE NAME	DUARTE		(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	BAYBAY NORTH CENTRAL SCHOOL	ELEMENTARY	N/A	N/A	GRADUATED	2002	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	N/A	N/A	GRADUATED	2006	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	DOCTOR OF VETERINARY MEDICINE	N/A	N/A	GRADUATED	2010	N/A
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	IN PUBLIC ADMINIST	N/A	N/A	OF PROFICIENCY	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	25 March 2025
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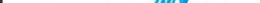
IV. CIVIL SERVICE ELIGIBILITY

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
	CAREER SERVICE PROFESSIONAL	80.9%	MAY 3,2015	CEBU CITY	115	OCT.3,2017

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	25 March 2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S	
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A				

(Continue on separate sheet if necessary)

(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)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

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 checked="" 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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<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): _____ N//
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)		
NAME	ADDRESS	TEL. NO.
MANUEL D. GACUTAN JR.	DAS,CAFS, VSU	9171474757
GIDEON NIEL TAN	DBM, VSU	9190882588
JADE DHAPNEE Z. COMPENDIO	DAS,CAFS, VSU	9070181218
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		 PHOTO
Government Issued ID: PASSPORT		
ID/License/Passport No.: P8654470B		
Date/Place of Issuance: 6/01/2022 DFA TACLOBAN		
 Signature (Sign inside the box) 25 March 2025 Date Accomplished		 Right Thumbmark
SUBSCRIBED AND SWORN to before me this 25 MAR 2025, affiant exhibiting his/her validly issued government ID as indicated above.		
 ATTY. KAREN ABEGAY S. MONTERON VSU Director, Legal Affairs and Services 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: November 5, 2012- October 1, 2019
- Position: Accountant Manager/Sales Executive I
- Name of Office/Unit: iComm International
- Immediate Supervisor: Kirby Juntong
- Name of Agency/Organization and Location: iComm International, IT Park Cebu
- List of Accomplishments and Contributions (if any)
 - Assigned in Business Development Management
 - Top Rookie sold 16 cars in one month.
- Summary of Actual Duties
 - Exporting pre-owned cars from Japan and has monthly target of 11 vehicles or above per month looking for buyer and dealer to meet the quota.

- Duration: April 3, 2023-Present
- Position: Administrative Aide IV
- Name of Office/Unit: Department of Animal Science
- Immediate Supervisor: Manuel D. Gacutan, Jr.
- Name of Agency/Organization and Location: VSU, Visca, Baybay City, Leyte
- Summary of Actual Duties
 - Serves as dDRC of the dept; assigns control numbers to all quality records of the department.
 - Encodes document for document tracking and generates bar codes for each document.
 - Plots faculty teaching load (tentative and final)
 - Encodes in the dept. cumulus the names of faculty assigned to handle the subject.
 - Prepares Report of Actual Teaching Load
 - Prepares Individual Faculty Workload
 - Prepares Projected Faculty Workload for hiring and renewal of appointments.
 - Prepares Summary of Individual Rating of faculty IPCRs
 - Prepares PPMPs and PRs
 - Drafts official communications
 - Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments.
 - Prepared travel orders (TOs), trip ticket, Application for leave, appointment/ recommendation for renewal for faculty temporary and part time faculty, appointment for laborers/ student's assistant, payrolls, PRs, cash advances, liquidations, replenishment /reimbursements, OIC letter, classes to be missed
 - ISO related meetings, Department meetings, etc.


POCA JOE A. DIDAL

(Signature over Printed Name
of Employee/Applicant)

24 March 2025