

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

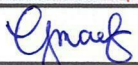
2. SURNAME	ESCASINAS		
FIRST NAME	GILLY MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SURABIA		
3. DATE OF BIRTH (mm/dd/yyyy)	AUGUST 18, 1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ALBUERA, 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	N/A House/Block/Lot No. Street PUROK 7 BRGY. MASLUG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.53	ZIP CODE	6521
8. WEIGHT (kg)	47		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street PUROK 7 BRGY. MASLUG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-8890-2179		
12. PHILHEALTH NO.	13-025577792-1		
13. SSS NO.	N/A	19. TELEPHONE NO.	
14. TIN NO.	779-373-532-00000	20. MOBILE NO.	09602221785 / 09532202600
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	gilly.escasinas@vsu.edu.ph / escasinasgm@gmail.com

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	ESCASINAS		N/A	N/A
FIRST NAME	GIL	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	MESIAS		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	SURABIA		N/A	N/A
FIRST NAME	MILAGROS		N/A	N/A
MIDDLE NAME	PELICANO		(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	MASLUG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2003	2009		2009	N/A
SECONDARY	PLARIDEL NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2009	2013		2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION	2015-2016	2019-2020		2020	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A		N/A	N/A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	5/29/2021

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
	LICENSURE EXAMINATION FOR TEACHERS	85.60	10/02/2022	TACLOBAN CITY	2054164	06/06/2023
	CIVIL SERVICE EXAMINATION (PROFESSIONAL)	83.05	08/20/2023	MAASIN CITY, SOUTHERN LEYTE	374199	11/03/2023

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	5/29/2015
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[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[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)
COMPUTER SKILLS	N/A	N/A
MICROSOFT SKILLS	N/A	N/A
COMMUNICATION SKILLS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/29/2025
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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

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:

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.
Mr. Nick Freddy R. Bello	Head, Accounting,VSU, Baybay City, Leyte	9292255015
Ms. Wilma V. Napiere	Administrative Officer V, Cash Division, VSU, Baybay City,Leyte	9359633220
Mr. Manolo B. Loreto	Dean of Students, Dean of Students Office, VSU, Baybay City, Leyte	9953989148

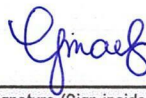
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate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

ID/License/Passport No.: 779-373-532-000


Date/Place of Issuance: Ormoc City




Signature (Sign inside the box)

5/29/2025

Date Accomplished




Right Thumbmark



Gmaef.
GILLY MAE B. ESCASINAS

PHOTO

SUBSCRIBED AND SWORN to before me this 02 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. KAREN ABEGAIL S. MONTERON
VSU Director, Legal Affairs and Services


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: July 1, 2023- Present
 - Position: Administrative Aide III (JO)
 - Name of Office/Unit: VSU-Accounting
 - Immediate Supervisor: Nick Freddy R. Bello
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Preparation of TES/TDP validation and securing the Certificates of Registration of grantees for submission to CHED-UniFAST.
 - Preparation of TES/TDP billing statements for submission to CHED-UniFAST.
 - Preparation of TES/TDP payrolls based on approved billings received from CHED-UniFAST.
 - Facilitate the release of TES/TDP grants to the beneficiaries.
 - Preparation of documents needed for the liquidation of TES/TDP for submission to CHED-UniFAST.
 - Assist in the preparation of Tuition and Other School Fees billing statements for submission to DBM.
 - Perform other tasks related to CHED-UniFAST transactions.
 - Performs other functions as assigned by the Free Higher Education (FHE) Focal Person and Supervisor.
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- Duration: October 12- June 30, 2023
 - Position: Administrative Aide III (JO)
 - Name of Office/Unit: Student Welfare Services
 - Immediate Supervisor: Manolo B. Loreto, Jr.
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Assist in the preparation of Tuition and Other School Fees billing statements for submission to DBM.
 - Preparation of TES/TDP validation and securing the Certificates of Registration of grantees for submission to CHED-UniFAST.
 - Preparation of TES/TDP billing statements for submission to CHED-UniFAST.
 - Preparation of TES/TDP payrolls based on approved billings received from CHED-UniFAST.
 - Facilitate the release of TES/TDP grants to the beneficiaries.
 - Preparation of documents needed for the liquidation of TES/TDP for submission to CHED-UniFAST.
 - Perform other tasks related to CHED-UniFAST transactions.
 - Performs other functions as assigned by the Free Higher Education (FHE) Focal Person and Supervisor.


 GILLY MAE S. ESCALINAS
 (Signature over Printed Name
 of Employee/Applicant)

Date: MAY 13, 2025