

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	ALMERODA			
FIRST NAME	VERONICO	NAME EXTENSION (JR., SR) <i>N/A</i>		
MIDDLE NAME	BINGALAN			
3. DATE OF BIRTH (mm/dd/yyyy)	30/03/1959	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:	
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)	1.56"	ZIP CODE	House/Block/Lot No. Street	
8. WEIGHT (kg)	64.5		Subdivision/Village Barangay	
9. BLOOD TYPE	"O"		BAYBAY LEYTE	
10. GSIS ID NO.	000-3698-2064-6		City/Municipality Province	
11. PAG-IBIG ID NO.	1211-4230-4594	ZIP CODE	6521	
12. PHILHEALTH NO.	13-000103004-4		18. PERMANENT ADDRESS	
13. SSS NO.	03-6982064-6		House/Block/Lot No. Street	PATAG
14. TIN NO.	937-624-698		Subdivision/Village Barangay	BAYBAY LEYTE
15. AGENCY EMPLOYEE NO.	V00874	19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	09362600060	
		21. E-MAIL ADDRESS (if any)	<i>N/A</i>	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ALMERODA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANNABEL	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	PACULANANG			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALMERODA			
FIRST NAME	CRISOLOGO	SR		
MIDDLE NAME	DIAZ			
25. MOTHER'S MAIDEN NAME	ISRAEL			
SURNAME	ALMERODA			
FIRST NAME	EUSEBIA			
MIDDLE NAME	BINGALAN			

(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	GABAS CENTRAL ELEMENTARY SCHOOL	BASIC EDUCATION	1996	1972	<i>Graduated</i>	1972	<i>N/A</i>
SECONDARY	EXPERIMENTAL RURAL HIGH SCHOOL	SECONDARY EDUCATION	1976	1980	<i>Graduated</i>	1980	<i>N/A</i>
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	FOREST RANGER CERTIFICATE	1987	1990	<i>Graduated</i>	1990	<i>N/A</i>
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 5, 2023
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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

N/A

(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")/  
INCREMENT

STATUS OF  
APPOINTMENT

GOVT  
SERVICE  
(Y/ N)

From

To

ADMINISTRATIVE AIDE III

VISAYAS STATE UNIVERSITY-OFFICE OF THE  
GRADUATE SCHOOL

12466.08

SG 3

CASUAL

YES

01/02/2015

present

UTILITY MESSENGER

DEPARTMENT OF BIOLOGICAL SCIENCES, VSU

5460.00

N/A

JOB ORDER

NO

01/17/2005

01/31/2015

(Continue on separate sheet if necessary)

SIGNATURE

DATE

December 5, 2023



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)


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

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A	N/A	N/A

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	<b>December 5, 2023</b>
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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

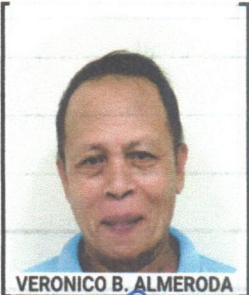
☐ NO

If YES, please specify ID No:


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

NAME	ADDRESS	CEL. NO.
Dr. Anabella B. Tulin	Visca, Baybay City, Leyte	9150727521
Dr. Catherine C. Arradaza	Visca, Baybay City, Leyte	9176330054
Dr. Beatriz S. Belonias	Visca, Baybay City, Leyte	9322497436

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.



VERONICO B. ALMERODA

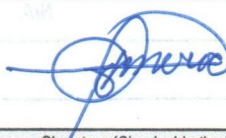


Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PHILHEALTH ID

ID/License/Passport No.: 13-000103004-4


Date/Place of Issuance: Baybay City, Leyte



Signature (Sign inside the box)

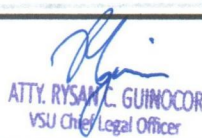
DEC 5, 2023

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 10 JAN 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR  
VSU Chief 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: February 2015 - Present
- Position: Administrative Aide III
- Name of Office/Unit: Graduate School
- Immediate Supervisor: Anabella B. Tulin
- Name of Agency/Organization and Location: Graduate School, Visayas State Univesity, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  1. Responsible for cleaning the facilities and outside of the property, performing basic landscape duties(e.g. trimming, weeding, watering of plants), inspecting utility projects, maintain stock levels and conducting basic repairs on maintenance equipment
  2. Also responsible for delivering documents, messages and other items to various locations in VSU, maintain accurate records of deliveries, communicate with clients and customers in a professional and courteous manner



VERONICO B. ALMERODA

(Signature over Printed Name  
of Employee/Applicant)

Date: Jan. 12, 2024