

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	GONZAGA		
FIRST NAME	ERNESTO	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	ALKUINO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/7/1964	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	952-A Domingo Veloso St. House/Block/Lot No. Street Zone 3 Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	165	ZIP CODE	6521
8. WEIGHT (kg)	56.8 kgs.		6521
9. BLOOD TYPE	"O+"	18. PERMANENT ADDRESS	952-A Domingo Veloso St. House/Block/Lot No. Street Zone 3 Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	64100702256	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0025-0906		6521
12. PHILHEALTH NO.	13000016643	19. TELEPHONE NO.	none
13. SSS NO.		20. MOBILE NO.	09108530768
14. TIN NO.	108-816-218	21. E-MAIL ADDRESS (if any)	ernesto_gonzaga@yahoo.com
15. AGENCY EMPLOYEE NO.	V-000248		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	ALBERO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARIA VICTORIA	Deo Paulo A. Gonzaga	2/12/1987
MIDDLE NAME	ALBA	Fleur Nadine A. Gonzaga	12/14/1990
OCCUPATION	Teacher	Ian Anthony A. Gonzaga	4/13/1993
EMPLOYER/BUSINESS NAME	Franciscan College of the Immaculate Conception	Anne Abigail A. Gonzaga	12/31/2000
BUSINESS ADDRESS	A. Bonifacio St. Baybay City, Leyte	Frances Aline A. Gonzaga	6/19/2007
TELEPHONE NO.	335-2282		
24. FATHER'S SURNAME	GONZAGA		
FIRST NAME	ERNESTO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BOSTON		
25. MOTHER'S MAIDEN NAME			
SURNAME	ALKUINO		
FIRST NAME	PRIMITIVA		
MIDDLE NAME	FABULAR		

(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 East Central School	Primary Education	1971	1977		1977	2nd Honors
SECONDARY	Franciscan College of the Immaculate Conception	High School	1977	1981		1981	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Franciscan College of the Immaculate Conception	BS in Commerce	1983	1987		1987	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/04/2018	CS FORM 212 (Revised 2017), Page 1 of 4
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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	82.86%	Oct. 20, 1991	Western Leyte College, Ormoc City		1/27/1992

(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	GOV'T SERVICE (Y/ N)
From	To						
1/1/2017	Present	Administrative Aide IV	Visayas State University	145860.00	4-1	Permanent	Yes
1/1/2016	12/31/2016	Administrative Aide IV	Visayas State University	139896.00	4-1	Permanent	Yes
7/1/2014	12/31/2015	Administrative Aide IV	Visayas State University	134172.00	4-1	Permanent	Yes
6/1/2012	6/30/2014	Administrative Aide III	Visayas State University	124812.00	3-1	Permanent	Yes
6/1/2011	5/31/2012	Administrative Aide III	Visayas State University	115536.00	3-1	Permanent	Yes
6/24/2010	5/31/2011	Administrative Aide III	Visayas State University	106248.00	3-1	Permanent	Yes
9/1/2009	6/23/2010	Administrative Aide III	Visayas State University	96960.00	3-1	Permanent	Yes
7/1/2008	8/31/2009	Administrative Aide III	Visayas State University	332.14/day	3	Casual	Yes
7/1/2001	6/30/2008	Administrative Aide III	Visayas State University	301.95/day	3	Casual	Yes
3/1/2004	6/30/2007	Administrative Aide III	Leyte State University	274.50/day	3	Casual	Yes
1/1/2004	2/29/2004	Clerk 1	Leyte State University	274.50/day	3	Casual	Yes
1/1/2002	12/31/2003	Clerk 1	Leyte State University	274.50/day	3	Casual	Yes
7/1/2001	12/31/2001	Clerk 1	Visayas State College of Agriculture	274.50/day	3	Casual	Yes
1/1/2000	6/30/2001	Clerk 1	Visayas State College of Agriculture	261.41/day	3	Casual	Yes
1/1/1999	12/31/1999	Clerk 1	Visayas State College of Agriculture	237.64/day	3	Casual	Yes
1/1/1998	12/31/1998	Clerk 1	Visayas State College of Agriculture	237.64/day	3	Casual	Yes
1/1/1997	12/31/1997	Clerk 1	Visayas State College of Agriculture	237.64/day	3	Casual	Yes
1/1/1996	12/31/1996	Clerk 1	Visayas State College of Agriculture	225.27/day	3	Casual	Yes
1/1/1995	12/31/1995	Clerk 1	Visayas State College of Agriculture	179.82/day	3	Casual	Yes
7/1/1994	12/31/1994	Clerk 1	Visayas State College of Agriculture	134.36/day	3	Casual	Yes
1/1/1994	6/30/1994	Clerk I	Visayas State College of Agriculture	134.36/day	3	Casual	Yes
8/16/1993	12/31/1993	Clerk 1	Visayas State College of Agriculture	98.00/day	3	Casual	Yes
7/1/1989	12/31/1992	Accounting Clerk	Visca Foundation for Agriculture and Rural Development Incorporated(VIFARD)	102.27/day	-	Contractual	No
3/16/1988	12/31/1998	Clerk	Agricultural Training Institute-National Training Center-Visayas	62.24/day	-	Contractual	Yes

(Continue on separate sheet if necessary)

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-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		
	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			
	Workshop in Preparation for Level I AACUP Accreditation	10/05/2017	10/06/2017	16.0	16.0	RDE Hall, Visayas State University
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	4/27/2017		8.0	Technical	Institute for Strategic Research and Development Studies- Visayas State University
	Planning Workshop: On the Preparation & Processing of Documents Relative to Procurement	5/27/2015		8.0	Technical	Supply,Procurement and Property Management Office-Visayas State University
	Seminar on Rules Formulation	3/13/2013	3/14/2013	16.0	Technical	City Cooperatives Development & Livelihood Assistance Office(CCDLAO) Tacloban City
	Training on Barangay Management Information Data Updating	10/16/2012	10/18/2012	24.0	Technical	Barangay Integrated Development Approach for Nutrition Improvement(BIDANI), Visayas State University
	Forum on Anti-Red Tape Law & CSC Policy on Cash Advance	9/24/2012		8.0	Technical	Visayas State University
	Lecture on Sales and Marketing	2/27/2012		8.0	Technical	Marriott Hotel, Cebu 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)
	Bookkeeping		Model Clerk Award 2009		Member- Agriculture Training Institute Personnel Multipurpose Cooperative (APMC)
					Member- Administrative Personnel Association (AdPA)

(Continue on separate sheet if necessary)

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): _____																
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)																	
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Othello B. Capuno</td><td>Office of the Vice President for Research & Extension, Visayas State University</td><td>563-7064</td></tr><tr><td>Dr. Christina A. Gabrillo</td><td>Dept. Head, Development Communication Department, Visayas State University</td><td>-</td></tr><tr><td>Dr. Eunice I. Beray</td><td>Department of Consumer & Hospitality Management, Visayas State University</td><td>-</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Othello B. Capuno	Office of the Vice President for Research & Extension, Visayas State University	563-7064	Dr. Christina A. Gabrillo	Dept. Head, Development Communication Department, Visayas State University	-	Dr. Eunice I. Beray	Department of Consumer & Hospitality Management, Visayas State University	-				
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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.																	
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SUBSCRIBED AND SWORN to before me this <u>10 OCT 04 2018</u> , affiant exhibiting his/her validly issued government ID as indicated above.																	
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