

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	LATRAS		
FIRST NAME	SERVANDO	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	MILAN		
3. DATE OF BIRTH (mm/dd/yyyy)	10/7/1991	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	BRGY. PATAG BAYBAY CITY, LEYTE	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	ZONE 7 House/Block/Lot No. Street PATAG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5.2	ZIP CODE	6521-A
8. WEIGHT (kg)	60	18. PERMANENT ADDRESS	ZONE 7 House/Block/Lot No. Street PATAG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6521-A
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1212-0137-2999	20. MOBILE NO.	09066194275 / 09261203161
12. PHILHEALTH NO.	13-000103420-1	21. E-MAIL ADDRESS (if any)	servando.latras@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	410-076-299		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LATRAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BARBIE	NAME EXTENSION (JR., SR)	CRIS JEAN M. LATRAS	02/28/2013
MIDDLE NAME	MORALES		ALTHEA M. LATRAS	10/29/2020
OCCUPATION	NAIL CARE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	09066194275 / 09261203161			
24. FATHER'S SURNAME	LATRAS			
FIRST NAME	SERVANDO	NAME EXTENSION (JR., SR) SR		
MIDDLE NAME	PABROQUEZ			
25. MOTHER'S MAIDEN NAME	MILAN			
SURNAME	LATRAS			
FIRST NAME	DOLORITA			
MIDDLE NAME	TALLADA		(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	PATAG ELEMENTARY SCHOOL	ELEMENTAY	1997	2003	GRADUATED	2003	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2003	2012	GRADUATED	2012	N/A
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	NA						
GRADUATE STUDIES	NA						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 11, 2023
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[illegible]

(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.

INCLUSIVE DATES				SALARY/JOB/PAY		
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[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 11, 2023
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DATE _____

January 11, 2023

[illegible]


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

		INCLUSIVE DATES OF			

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	January 11, 2023
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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.
ALICIA M. FLORES	BRGY. GUADALUPE, BAYBAY CITY, LEYTE	0946 4928 865
DOREEN B. ALBA	BRGY. GUADALUPE, BAYBAY CITY, LEYTE	09283669408
LESTER LAYOLA	BRGY. STA. CRUZ, BAYBAY CITY, LEYTE	09164079553

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.



SERVANDO M. LATRAS JR.

PHOTO




Right Thumbmark

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.: 410-076-299

Date/Place of Issuance: June 28, 2011



Signature (Sign inside the box)

January 11, 2023

Date Accomplished

SUBSCRIBED AND SWORN to before me this 21 JAN 2023

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

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: January 9, 2015 to Present
- Position: Administrative Aide 1
- Name of Office/Unit: Supply Property Management Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Total actual amount deliveries from supplier
 - Total actual amount deliveries from end-user
 - Total actual amount of PO's received
 - Total actual amount of PO's complete

- Summary of Actual Duties
 - Checked and received deliveries from supplier
 - Conduct physical inventories
 - Cleaning

- Duration: September 16, 2011 to January 9, 2015
- Position: Assistant Warehouseman
- Name of Office/Unit: General Services Division
- Immediate Supervisor: Engr. Mario Lilio Valenzona
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Total actual amount deliveries from supplier
 - Total actual amount deliveries from end-user
 - Total actual amount of PO's received
 - Total actual amount of PO's complete
 - Release withdrawal slip

- Summary of Actual Duties
 - Checked and received deliveries from supplier
 - Conduct physical inventories
 - Cleaning
 - Assist deliveries to end-user

- Duration: April 1, 2010 to January 16, 2011
- Position: Laborer
- Name of Office/Unit: General Services Division
- Immediate Supervisor: Engr. Nestor Israel
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Total actual amount deliveries from supplier
 - Total actual amount deliveries from end-user
 - Total actual amount of PO's received
 - Total actual amount of PO's complete

- Summary of Actual Duties
 - Checked and received deliveries from supplier
 - Conduct physical inventories
 - Cleaning
 - Assist deliveries to end-user


SERVANDO M. LATRAS JR.

(Signature over Printed Name
of Employee/Applicant)

Date: January 11, 2023