

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	AVELLANA		
FIRST NAME	RIJUN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	RABI		
3. DATE OF BIRTH (mm/dd/yyyy)	4/17/1984	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	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	
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	JOSE P. LAUREL House/Block/Lot No. Street ZONE 6 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'4"	ZIP CODE	6521-A
8. WEIGHT (kg)	75		
9. BLOOD TYPE	"A"		
10. GSIS ID NO.	NONE		
11. PAG-IBIG ID NO.	NONE	18. PERMANENT ADDRESS	JOSE P. LAUREL House/Block/Lot No. Street ZONE 6 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
12. PHILHEALTH NO.	13-050150605-3	ZIP CODE	6521-A
13. SSS NO.	NONE	19. TELEPHONE NO.	NONE
14. TIN NO.	939-668-323	20. MOBILE NO.	09551583688
15. AGENCY EMPLOYEE NO.	V02213	21. E-MAIL ADDRESS (if any)	rijun.avellana@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	AVELLANA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	FARRAH	NAME EXTENSION (JR., SR) III		
MIDDLE NAME	GUCELA		LARA ANTONETTE G. AVELLANA	12/5/2005
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	DECEASED			
FIRST NAME		NAME EXTENSION (JR., SR) SENIOR		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME	AVELLANA			
FIRST NAME	JUANITA			
MIDDLE NAME	RABI			

(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 SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	1993	1999	GRADUATED	1999	NONE
SECONDARY	HILAPNITAN ALS CENTER	HIGH SCHOOL	2022	2023	GRADUATED	2023	NONE
VOCATIONAL / TRADE COURSE	CALUBIAN LEARNING CENTER	DRIVING NCII	N/A	N/A	N/A	N/A	NA/
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6-13-25
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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
	DRIVER'S LICENSE	PROF	4/16/2022	LTO BAYBAY	H03-05-001440	4/17/2032

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE	<i>Rif</i>	DATE	G-13-25
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Rif

G-13-25

[illegible]

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

[illegible]

VIII. OTHER INFORMATION

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

(Continue on separate sheet if necessary)

SIGNATURE		DATE	6-13-25
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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.
MARIO LILIO P. VALENZONA	VSU, PPO, Baybay City	9176341514
MARLON G. BURLAS	VSU, PPO, Baybay City	9176341520
AMIEL R. ARMADA	VSU, PPO, Baybay City	9154094809

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.



RIZON AVELLANA




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: Driver's License

ID/License/Passport No.: H03-05-001440

Date/Place of Issuance: BAYBAY CITY


Signature (Sign inside the box)
06-13-25
Date Accomplished

SUBSCRIBED AND SWORN to before me this 04 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. KAREN BEGAIL 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: January 20, 2018 - Present
- Position: Admin. Aide I (Driver, Mechanic Aide)
- Name of Office/Unit: Motor Pool Services Unit
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

. Drive Light and Medium Vehicles

. Assist in repair and maintenance of Heavy and Light Equipment.

. Cleaning of Motor Pool surroundings and Garage


RILUN R. AVELLANA

(Signature over Printed Name
of Employee/Applicant)

Date: 07-01-25