

## PERSONAL DATA SHEET

752

**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                    | BARTOLINI  |   |   |
| FIRST NAME                    | MANUEL   | NAME EXTENSION (JR., SR)                                    |   |
| MIDDLE NAME                   | CUARENTA   |   |   |
| 3. DATE OF BIRTH (mm/dd/yyyy) | May 4, 1960  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: Philippine |
| 4. PLACE OF BIRTH             | Baybay, 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"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | Zone 1<br>Street<br>Guadalupe<br>Barangay   |
| 7. HEIGHT (m)                 | 1.66 m   | House/Block/Lot No.   | Subdivision/Village   |
| 8. WEIGHT (kg)                | 64.0 (kg)  | Baybay City   | Leyte   |
| 9. BLOOD TYPE                 | "B"  | City/Municipality   | Province  |
| 10. GSIS ID NO.               | (B60J4MCB038) 60050402455  | ZIP CODE  | 6521  |
| 11. PAG-IBIG ID NO.           | 0801-01824-11  | 18. PERMANENT ADDRESS                                       | Zone 1<br>Street<br>Guadalupe<br>Barangay   |
| 12. PHILHEALTH NO.            | 13-000014468-2   | House/Block/Lot No.   | Subdivision/Village   |
| 13. SSS NO.                   | None   | Baybay City   | Leyte   |
| 14. TIN NO.                   | 104-031-265  | City/Municipality   | Province  |
| 15. AGENCY EMPLOYEE NO.       | V00571   | ZIP CODE  | 6521  |
|                               |  | 19. TELEPHONE NO.   | (053) 565-0600  |
|                               |  | 20. MOBILE NO.  | / 09753524084   |
|                               |  | 21. E-MAIL ADf.com  | manuelcbartolini@gmail.com  |

## II. FAMILY BACKGROUND

|                          |                      |   |                            |
|--------------------------|----------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | Bartolini            | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | Cilla                | Nijela Ciedelle R. Bartolini                        | May 31, 2001               |
| MIDDLE NAME              | Ramada               |   |                            |
| OCCUPATION               | Plain house wife     |   |                            |
| EMPLOYER/BUSINESS NAME   | None                 |   |                            |
| BUSINESS ADDRESS         | None                 |   |                            |
| TELEPHONE NO.            | None                 |   |                            |
| 24. FATHER'S SURNAME     | Bartolini (Deceased) |   |                            |
| FIRST NAME               | Alvaro               |   |                            |
| MIDDLE NAME              | Valenzona            |   |                            |
| 25. MOTHER'S MAIDEN NAME | Bartolini (Deceased) |   |                            |
| SURNAME                  | Cuarenta             |   |                            |
| FIRST NAME               | Tomasa               |   |                            |
| MIDDLE NAME              | Abanera              |   |                            |

(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                | Guadalupe Community School                   | Primary Education                             | 1967                 | 1975 |  | 1975           | None                                  |
| SECONDARY                 | Experimental Rural High School               | High School Graduate                          | 1975                 | 1979 |  | 1978           | None                                  |
| VOCATIONAL / TRADE COURSE | Franciscan Coll of the Immaculate Conception | Junior Secretarial Course Graduate            | 1980                 | 1982 |  | 1982           | None                                  |
| COLLEGE                   | Franciscan Coll of the Immaculate Conception | BS in Commerce Graduate                       | 1986                 | 1991 |  | 1991           | None                                  |
| GRADUATE STUDIES          | None   | None  | None                 | None |  | None           | None                                  |

(Continue on separate sheet if necessary)

SIGNATURE

Mgto

DATE



[illegible]

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

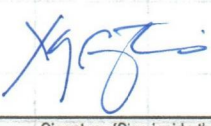

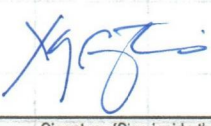
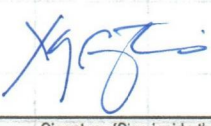
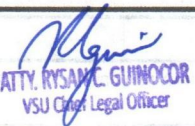
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|           |                          |      |  |
|-----------|--------------------------|------|--|
| SIGNATURE | <i>M. J. [Signature]</i> | DATE |  |
|-----------|--------------------------|------|--|



| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S  |  |  |                  |   |  |  |
|--|--|--|------------------|---|--|--|
| 29.  | NAME & ADDRESS OF ORGANIZATION<br>(Write in full)  | INCLUSIVE DATES<br>(mm/dd/yyyy)                                |                  | NUMBER OF HOURS   | POSITION / NATURE OF WORK  |  |
|  |  | From   | To               |   |  |  |
|  | Philippine Guardians Brotherhood, Incorporated -BUFFALO Chapter<br>Brgy. Guadalupe, Baybay City, Leyte   | 12/16/2010   | Present          | NA  | President PGBI BUFFALO Chapter<br>& PGBI Provincial Scretary                               |  |
|  | Reservist Philippines Army (Part Timer Soldier)  | 10/11/2017   | Present          | NA  | President of Special Basic Citizen Military<br>Training(SBCMT CL-01-17 )/Ready Reserve BN1 |  |
|  |  |  |                  |   |  |  |
|  |  |  |                  |   |  |  |
|  |  |  |                  |   |  |  |
|  |  |  |                  |   |  |  |
| (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<br>(Write in full)   | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy)               |                  | NUMBER OF HOURS   | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc)                              | CONDUCTED/ SPONSORED BY<br>(Write in full)   |
|  |  | From   | To               |   |  |  |
|  | Gender Sensitivity Training for the Guadalupe Consumers<br>Cooperative Members   | March 14, 2017   | March 14, 2017   | 8hrs  |  | Institute or Strategic Research and Deve-<br>lopment Studies (ISRDS) VSU,Visca,Baybay City,<br>Leyte                           |
|  | Data Appreciation Seminar of 27th National Statistics Month  | October 10, 2016   | October 10, 2016 | 8hrs  |  | Dept. of Statistics, VSU, Visca, Baybay City, Leyte  |
|  | Personality Development for Frontliners  | Sept. 20, 2012   | Sept. 20, 2012   | 8hrs  |  | Office of the Director for Administration &<br>Human Resource Development  |
|  | Total Quality Management Among Administrative Personnel  | March 18, 2010   | March 19, 2010   | 24hrs   |  | Office of the Director for Administration &<br>Human Resource Development  |
|  | Special Basic Citizen Military Training (SBCTM-CL-01-2017)   | Nov. 11, 2017  | March 24, 2018   | 240hrs  |  | 8th Regional Community Defense Group,<br>Army Rserve Command, Camp Jorge<br>Downes Ormoc City, Leyte                           |
|  | Barangay Coastal Clean-up activity   | May. 20, 2018  | May 20 2018      | 8hrs  |  | Brgy. Hilapnitan, Baybay City, Leyte   |
|  | Company Assembly Test(CAT) 2018 for the Ready Reserve 1 of<br>804RRIBn - Machine Gunner 1, 2PL, A Coy , 804RRIBn   | Sept. 08, 2018   | Sept. 09, 2018   | 16hrs   |  | HEADQUARTERS 804th Community Defense<br>Center, 8th RCDG ARMY RESERVE COMMAND<br>Kuta Kankabato, Sn Jose,Tacloban City, Leyte  |
|  | Squad Sustainment Training Class 01-2018   | Nov. 05, 2018  | Nov. 18, 2018    | 40hrs   |  | 8th Regional Community Defense Group,<br>8th RCDG, Army Rserve Command, Camp<br>Jorge Downes Ormoc City, Leyte                 |
|  | Platoon Sustainment Training Class 01-2018   | Nov. 18, 2018  | Dec. 01, 2018    | 32hrs   |  | 8th Regional Community Defense Group,<br>8th RCDG, Army Rserve Command, Camp<br>Jorge Downes Ormoc City, Leyte                 |
|  | Warfighting Competency Training  | Dec. 2, 2018   | Dec. 9, 2018     | 72hrs   |  | HEADQUARTERS<br>ARMY RESERVE COMMAND<br>Camp Riego de Dios, Tanza, Cavite  |
|  | Company Refresher Training 2019 for the RR1 of 804RRIBn  | 5/25/2019  | May26 2019       | 16 hrs  |  | 8th Regional Community Defense Group, 8th<br>RCDG, Army Rserve Command, Camp Jorge<br>Downes Ormoc City, Leyte                 |
|  | Exemplary performance of duty rendered as Volunteered<br>Reservist during the conduct of Advance and Basic ROTC<br>Training of VSU Reserve Officers' Training Corps Unit | April 2019   | May 4 2019       | 32hrs   |  | ROTCU, VSU, Visca, Baybay City,<br>Leyte   |
|  | Community Support Program Training Cl-02-19  | Aug.19, 2019   | Sept. 2, 2019    | 88hrs   |  | Headquarters 8th Infantry (STORMTROOPERS)<br>Division, Philippine Army, Camp General Vicente<br>Lukban, Catbalogan City, Samar |
|  | Pre-Deployment training/Active Duty Training 8Y 2019-2020  | Nov. 9, 2019   | Nov. 30, 2019    | 8hrs  |  | 8th Regional Community Defense Group, 8th<br>RCDG, Army Rserve Command, Camp Jorge<br>Downes Ormoc City, Leyte                 |
|  | Special Orders #25 - Tactical NCO (ROTCU) - VSU (Main Campus) Baybay<br>City, Leyte (2nd Semester School Year 2019-2020)   | 2/10/2020  | 6/1/2020         | 100hrs  |  | 8th Regional Community Defense Group, 8th<br>RCDG, Army Rserve Command, Camp Jorge<br>Downes Ormoc City, Leyte                 |
|  | ISO 9001:2015 Awarness/Re-awareness Webinar  | Nov. 27, 2020  | Nov. 27, 2020    | 8 hrs   |  | VSU, Visca, Baybay City, Leyte   |
|  |  |  |                  |   |  |  |
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| (Continue on separate sheet if necessary)  |  |  |                  |   |  |  |
| VIII. OTHER INFORMATION  |  |  |                  |   |  |  |
| 31.  | SPECIAL SKILLS and HOBBIES   | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) |                  | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |  |  |
|  | Playing Guitar & Singing   |  |                  | Administrative Personnel Association                          |  |  |
|  | TYPIST/COMPUTER LITERATE   |  |                  | Army Reserve Command (ARESCOM) PA                             |  |  |
|  |  |  |                  |   |  |  |
|  |  |  |                  |   |  |  |
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| (Continue on separate sheet if necessary)  |  |  |                  |   |  |  |
| SIGNATURE  |  | DATE   |                  |   |  |  |



| <p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>   | <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
|---|--|----------|--|----------|----------------------------|--------------------------------|--------------------------|--------------------------|-------------------------|--|---|---|---------------------------------|-------------------|-------------------|
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>   | <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>   | <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| <p>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?</p>  | <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>   | <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>   | <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>   |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| <p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>  | <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| <p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Edgardo E. Tulin, Ph.D</td><td>VSU, Visca, Baybay City, Leyte</td><td>563-7067</td></tr><tr><td>Engr. Eliezer L. Velasco</td><td>Baybay City, Leyte</td><td>563-7428</td></tr><tr><td>Mrs. Marwen A. Castañeda</td><td>VSU, Visca, Baybay City, Leyte</td><td>565-0600</td></tr></tbody></table> |  | NAME     | ADDRESS  | TEL. NO. | Dr. Edgardo E. Tulin, Ph.D | VSU, Visca, Baybay City, Leyte | 563-7067                 | Engr. Eliezer L. Velasco | Baybay City, Leyte      | 563-7428   | Mrs. Marwen A. Castañeda  | VSU, Visca, Baybay City, Leyte  | 565-0600                        |                   |                   |
| NAME  | ADDRESS  | TEL. NO. |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| Dr. Edgardo E. Tulin, Ph.D  | VSU, Visca, Baybay City, Leyte   | 563-7067 |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| Engr. Eliezer L. Velasco  | Baybay City, Leyte   | 563-7428 |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| Mrs. Marwen A. Castañeda  | VSU, Visca, Baybay City, Leyte   | 565-0600 |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| <p>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.</p>   |  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>VSU</td></tr><tr><td>ID/License/Passport No.:</td><td>V000571</td></tr><tr><td>Date/Place of Issuance:</td><td>January 2, 2010 - VSU, Visca, Baybay City, Leyte</td></tr></table>   | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)   |          | PLEASE INDICATE ID Number and Date of Issuance |          | Government Issued ID:      | VSU                            | ID/License/Passport No.: | V000571                  | Date/Place of Issuance: | January 2, 2010 - VSU, Visca, Baybay City, Leyte | <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 80px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">February 17, 2021</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table> <div style="text-align: center; margin-top: 20px;"><br/>Right Thumbmark</div> |  | Signature (Sign inside the box) | February 17, 2021 | Date Accomplished |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  |  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| PLEASE INDICATE ID Number and Date of Issuance  |  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| Government Issued ID:   | VSU  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| ID/License/Passport No.:  | V000571  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| Date/Place of Issuance:   | January 2, 2010 - VSU, Visca, Baybay City, Leyte   |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
|    |  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| Signature (Sign inside the box)   |  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| February 17, 2021   |  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| Date Accomplished   |  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |
| <p>SUBSCRIBED AND SWORN to before me this <u>17 FEB 2021</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"><br/>ATTY. RYSAN C. GUINOCOR<br/>VSU Chief Legal Officer<br/>Person Administering Oath</div>  |  |          |  |          |                            |                                |                          |                          |                         |  |   |   |                                 |                   |                   |



## 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.

Sample: If applying to Supervising Administrative Officer

- Duration: October 1, 1991 – present
- Position: Administrative Aide III
- Name of Office/Unit: Registrar's Office
- Immediate Supervisor: MARWEN A. CASTAÑEDA *M.A. Castañeda*
- Name of Agency/Organization and Location: Registrar's Office, VSU, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - To evaluate, update, prepared and files of new students permanents records and registration permit for enrolment of BSChem, BSAgChem, BSBio, BSMarineBio, BSStatistics, BSBiotech, ABELS-AB, BSForestry, BS EnviMgmt, BSFood&Tech ; request and follow up the Form 137-A and transcript of records; prepared and issued the transcript of records and certification of undergraduate and graduate for employment and transfer to other school and performs other related function.



MANUEL C. BARTOLINI  
(Signature over Printed Name  
of Employee/Applicant)

Date: February 17, 2021