

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	Patonona		
FIRST NAME	Constancio	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Rallos		
3. DATE OF BIRTH (mm/dd/yyyy)	08/26/1958	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: Philippines
4. PLACE OF BIRTH	Pangasugan, 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	House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	56.00		
9. BLOOD TYPE	A-	18. PERMANENT ADDRESS	House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	006010263147	ZIP CODE	6521
11. PAG-IBIG ID NO.	170000283634		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(1
13. SSS NO.	N/A	20. MOBILE NO.	1
14. TIN NO.	116626211	21. E-MAIL ADDRESS (if any)	constancio.patonona@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00396		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Patona	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Veronica	WILLIAM M. PATONA	01/01/1980
MIDDLE NAME	Maranguit	REX M. PATONONA	08/05/1981
OCCUPATION		DINDO M. PATONONA	06/27/1985
EMPLOYER/BUSINESS NAME		JOAN R. PATONONA	12/14/1997
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	Patonona		
FIRST NAME	Enosente		
MIDDLE NAME	Moro		
25. MOTHER'S MAIDEN NAME	Dominga Rallos		
SURNAME	Rallos		
FIRST NAME	Dominga		
MIDDLE NAME			

(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	Pangasugan Elementary School	Elementary	1964	1970		1970	N/A
SECONDARY	N/A						
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE	C. Patonona	DATE	03/14/2023
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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	N/A	N/A	N/A	N/A	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	GOV'T SERVICE (Y/ N)
	From	To						
	01/01/2023		Administrative Aide I	Visayas State University	13,780.00	1-8	Permanent	Y
	01/01/2022		Administrative Aide I	Visayas State University	13,268.00	1-8	Permanent	Y
	01/01/2022		Administrative Aide I	Visayas State University	13,268.00	1-8	Permanent	Y
	01/01/2021		Administrative Aide I	Visayas State University	12,756.00	1-8	Permanent	Y
	12/06/2020		Administrative Aide I	Visayas State University	12,244.00	1-8	Permanent	Y
	01/01/2020		Administrative Aide I	Visayas State University	12,143.00	1-7	Permanent	Y
	01/01/2019		Administrative Aide I	Visayas State University	11,635.00	1-7	Permanent	Y
	01/01/2018	12/31/2018	Administrative Aide I	Visayas State University	11,076.00	1-7	Permanent	Y
	06/12/2017	12/31/2017	Administrative Aide I	Visayas State University	10,543.00	1-7	Permanent	Y
	01/01/2017	05/12/2017	Administrative Aide I	Visayas State University	10,453.00	1-6	Permanent	Y
	01/01/2016	12/31/2016	Administrative Aide I	Visayas State University	283,989.00	31-6	Permanent	Y
	06/12/2014	12/31/2015	Administrative Aide I	Visayas State University	9,459.00	-	Permanent	Y
	06/01/2012	05/12/2014	Administrative Aide I	Visayas State University	9,365.00	-	Permanent	Y
	06/12/2011	05/31/2012	Administrative Aide I	Visayas State University	8,721.00	-	Permanent	Y
	06/01/2011	12/05/2011	Administrative Aide I	Visayas State University	8,610.00	-	Permanent	Y
	06/24/2010	05/31/2011	Administrative Aide I	Visayas State University	7,947.00	-	Permanent	Y
	07/01/2009	06/23/2010	Administrative Aide I	Visayas State University	7,285.00	-	Permanent	Y
	12/05/2008	06/30/2009	Administrative Aide I	Visayas State University	6,622.00	-	Permanent	Y
	07/01/2008	12/05/2008	Administrative Aide I	Visayas State University	6,460.00	-	Permanent	Y
	07/01/2007	06/30/2008	Administrative Aide I	Visayas State University	5,873.00	-	Permanent	Y
	12/06/2005	06/30/2007	Administrative Aide I	Leyte State University	5,339.00	-	Permanent	Y
	12/01/2004	12/05/2005	Administrative Aide I	Leyte State University	5,209.00	-	Permanent	Y
	12/06/2002	11/30/2004	Utility Worker I	Leyte State University	5,209.00	-	Permanent	Y
	07/01/2001	12/05/2002	Utility Worker I	Visayas College of Agriculture	5,082.00	-	Permanent	Y
	01/01/2000	06/30/2001	Utility Worker I	Visayas College of Agriculture	4,840.00	-	Permanent	Y
	12/06/1999	12/31/1999	Utility Worker I	Visayas College of Agriculture	4,400.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE	C. Pazomora	DATE	03/14/2023
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[illegible]



29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

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

NAME OF CLASS	INCLUSIVE DATES OF	TIME OF DAY	DAY OF WEEK	INSTRUCTOR	COURSE NUMBER	COURSE TITLE
...	...	...	...	...	...	...

(Continue on separate sheet if necessary)







	NON-ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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(Continue on separate sheet if necessary)

SIGNATURE	C. Paton	DATE	03/14/2023
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03/14/2023



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> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>	NAME	ADDRESS	TEL. NO.										
NAME	ADDRESS	TEL. NO.											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"><table><tr><td><i>C. Patonoma</i></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>03/14/2023</td></tr><tr><td>Date Accomplished</td></tr></table></td></tr><tr><td>Government Issued ID: <i>N/A</i> <i>PAG-IBIG</i></td></tr><tr><td>ID/License/Passport No.: <i>N/A</i> <i>1700-0026-3634</i></td></tr><tr><td>Date/Place of Issuance: <i>N/A</i> <i>ORNOC CITY</i></td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	<table><tr><td><i>C. Patonoma</i></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>03/14/2023</td></tr><tr><td>Date Accomplished</td></tr></table>	<i>C. Patonoma</i>	Signature (Sign inside the box)	03/14/2023	Date Accomplished	Government Issued ID: <i>N/A</i> <i>PAG-IBIG</i>	ID/License/Passport No.: <i>N/A</i> <i>1700-0026-3634</i>	Date/Place of Issuance: <i>N/A</i> <i>ORNOC CITY</i>	<table><tr><td> <i>C. Patonoma</i> <i>CONSTANCIO R. PATONOMA</i> PHOTO</td><td> Right Thumbmark</td></tr></table>	 <i>C. Patonoma</i> <i>CONSTANCIO R. PATONOMA</i> PHOTO	 Right Thumbmark	
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 <i>C. Patonoma</i> <i>CONSTANCIO R. PATONOMA</i> PHOTO	 Right Thumbmark												
SUBSCRIBED AND SWORN to before me this <i>23 MAR 2023</i> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td><i>[Signature]</i> <i>ATTY. RYAN C. GUINOCOR</i> Notary Public Person Administering Oath</td></tr></table>		<i>[Signature]</i> <i>ATTY. RYAN C. GUINOCOR</i> Notary Public Person Administering Oath											
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