

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	CRUZ		
FIRST NAME	ANTONETTE		NAME EXTENSION (JR., SR)
MIDDLE NAME	SEVILLA		
3. DATE OF BIRTH (mm/dd/yyyy)	08/27/1989	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 CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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:		
7. HEIGHT (m)	157	17. RESIDENTIAL ADDRESS	309 VELARDE ST. House/Block/Lot No. Street TINAG-AN Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
8. WEIGHT (kg)	55	ZIP CODE	6542
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	309 VELARDE ST. House/Block/Lot No. Street TINAG-AN Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
10. GSIS ID NO.	2005109888	ZIP CODE	6542
11. PAG-IBIG ID NO.	121087888507		
12. PHILHEALTH NO.	130251095974		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	292-355-982-000	20. MOBILE NO.	09159522239
15. AGENCY EMPLOYEE NO.	V00944	21. E-MAIL ADDRESS (if any)	antonette.cruz@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CRUZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	FERNANDO	NAME EXTENSION (JR., SR)	LORAIN MAE S. CRUZ	10/24/2010
MIDDLE NAME	ECHEVARIA			
OCCUPATION	HARDWARE TECHNICIAN			
EMPLOYER/BUSINESS NAME	DINGO SMART INNOVATION INCORPORATED			
BUSINESS ADDRESS	2ND FLOOR, TOPY BUILDING, ECONOMIA ST., BAGUMBAYAN, QUEZON CITY 1110			
TELEPHONE NO	632-633-4351			
24. FATHER'S SURNAME	SEVILLA			
FIRST NAME	DIONESIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	STA. IGLESIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	APOG			
FIRST NAME	ASTERIA			
MIDDLE NAME	VELARDE		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND







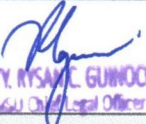
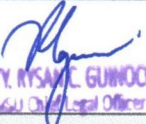
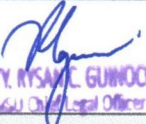
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	TINAG-AN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1995	2001	N/A	2001	3RD HONOR
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2001	2005	N/A	2005	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	STI COLLEGE	BS COMPUTER ENGINEERING	2005	2010	N/A	2010	ACADEMIC EXCELLENCE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN MANAGEMENT	2012	2018	N/A	2018	N/A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	August 6, 2021

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 ELIGIBILITY	81.59	22/05/2011	LEYTE NATIONAL HIGH SCHOOL, TACLOBAN CITY	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	GOVT SERVICE (Y/N)
	From	To						
	02/18/2019	PRESENT	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	P 13,214.00	04-1	PERMANENT	Y
	11/02/2016	02/17/2019	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	P 11,914.00	03-1	PERMANENT	Y
	02/03/2014	10/31/2016	CLERK	VISAYAS STATE UNIVERSITY	P 5,000.00	N/A	JOB ORDER	Y
	05/10/2013	10/08/2013	CUSTOMER SERVICE REPRESENTATIVE	EXPERTS GLOBAL SOLUTIONS	P 10,000.00	N/A	TEMPORARY	N
	04/23/2012	02/28/2013	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	P 5,000.00	N/A	JOB ORDER	Y
(Continue on separate sheet if necessary)								
SIGNATURE						DATE		
						August 6, 2021		

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
N/A						
(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			
	CORONAVIRUS VACCINE: ARE YOU WILLING TO TAKE THE SHOT?	02/23/21	02/23/21	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	CONTROL YOUR RECORDS BEFORE THEY CONTROL YOU: BASICS OF RECORDS MANAGEMENT AND RECORDS CONTROL	01/27/21	01/27/21	4.0	TECHNICAL	DEPARTMENT OF SCIENCE AND TECHNOLOGY - SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
	DOCUMENT TRACKING SYSTEM	11/13/20	11/13/20	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	IDENTIFICATION OF PROPER AND COMPLETE ITEMS TECHNICAL SPECIFICATION AND PARAMETERS AND ORIENTATION OF PURCHASE REQUEST MODULE OF SUPPLY PROPERTIES PROCUREMENT MANAGEMENT INFORMATION SYSTEM	08/28/20	08/28/20	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	WORKING TOWARDS PERSONAL EFFECTIVENESS	20/11/2018	23/11/2018	32.0	TECHNICAL	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES
	ORIENTATION ON PREPARATION OF DOCUMENTS FOR THE INTERNAL AUDIT	07/26/2017	07/26/2017	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	ENHANCEMENT SEMINAR-WORKSHOP ON IQA	03/02/2017	03/03/2017	16.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	FULL AWARENESS TRAINING COURSE ISO 9001:2015	01/26/2017	01/27/2017	16.0	TECHNICAL	AJA REGISTRARS INCORPORATED
	PROCUREMENT PLANNING WORKSHOP	09/13/2016	09/13/2016	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	PROCUREMENT ACT ORIENTATION	09/09/2016	09/09/2016	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	WORKSHOP TO REVIEW AND IMPROVE CITIZENS' CHARTER PER CSC MC NO. 14, S. 2016	09/01/2016	09/01/2016	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	GENDER SENSITIVITY TRAINING AND ANTI-SEXUAL HARASSMENT ORIENTATION	06/15/2016	06/15/2016	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	WORKSHOP IN PREPARATION FOR AACUP LEVEL III, PHASE I ACCREDITATION	06/13/2016	06/14/2016	16.0	TECHNICAL	VISAYAS STATE UNIVERSITY
(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)	
	BASIC COMPUTER TROUBLESHOOTING		N/A		LSU-ADMINISTRATIVE PERSONNEL ASSOCIATION (LSU-AdPA)	
	OPERATING SYSTEM (WINDOWS) INSTALLATION				VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE (VSUCC)	
	APPLICATION/SOFTWARE INSTALLATION					
	BASIC PHOTO EDITING					
	READING					
	WATCHING MOVIES					
	LISTENING TO MUSIC					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	August 6, 2021	

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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ resigned due to transfer of work phased out due to damaged office by typhoon yolanda												
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>ENGR. ENRICO BARCELONA</td><td>TINAG-AN, ALBUERA, LEYTE</td><td>09175420170</td></tr><tr><td>MS. NILDA T. AMESTOSO</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09362081944</td></tr><tr><td>ENGR. JUNDY R. CASTIL</td><td>MARCOS, BAYBAY CITY, LEYTE</td><td>09124147540</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ENGR. ENRICO BARCELONA	TINAG-AN, ALBUERA, LEYTE	09175420170	MS. NILDA T. AMESTOSO	VSU, VISCA, BAYBAY CITY, LEYTE	09362081944	ENGR. JUNDY R. CASTIL	MARCOS, BAYBAY CITY, LEYTE	09124147540
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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.													
<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></tr><tr><td>Government Issued ID: VSU ID</td></tr><tr><td>ID/License/Passport No.: V00944</td></tr><tr><td>Date/Place of Issuance: 11/02/2016, VSU</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	ID/License/Passport No.: V00944	Date/Place of Issuance: 11/02/2016, VSU	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>August 6, 2021</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	August 6, 2021	Date Accomplished				
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<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			Right Thumbmark										
													
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SUBSCRIBED AND SWORN to before me this <u>8/20/21</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. NYSAL L. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. NYSAL L. GUINOCOR VSU Chief Legal Officer	Person Administering Oath									
													
ATTY. NYSAL L. GUINOCOR VSU Chief Legal Officer													
Person Administering Oath													

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: November 2, 2016 – present
- Position: Administrative Aide IV
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Engr. Jundy R. Castil
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Act as deputy Document and Records Controller of the department
 - Attend and participate during meetings, seminars, trainings and workshop relevant to the position
 - Entertain and assist clients, and ensure their concerns are acted with immediate attention
 - Provide administrative support services to the department
- Summary of Actual Duties
 - Responsible for the delivery of administrative support to the department.
- Duration: February 3, 2014 to October 31, 2016
- Position: Clerk
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Engr. Celso Gumaod / Engr. Ramil Lauron
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
 - Responsible for the delivery of administrative support to the department.
- Duration: May 10, 2013 to November 11, 2013
- Position: Customer Service Representative
- Name of Office/Unit: Expert Global Solutions Company
- Immediate Supervisor:
- Name of Agency/Organization and Location: RMH Teleservices Asia Pacific, Inc., Tacloban City, Leyte
- Summary of Actual Duties
 - Responsible for providing technical support for a dental software.
- Duration: April 2012 to February 2013
- Position: Administrative Aide III
- Name of Office/Unit: VSU Bakery
- Immediate Supervisor: Prof. Fe Gabunada
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Prepared daily report submitted to the supervisor.
 - Facilitated the submission of reimbursement and Purchase Request for the production of baked goods.
 - Generated monthly billing for credit goods.
 - Monitored supplies and production of baked goods.
 - Monitored expenses and purchased supplies.
- Summary of Actual Duties
 - Responsible for the delivery of administrative support.



ANTONETTE S. CRUZ

(Signature over Printed Name
of Employee/Applicant)

Date: August 6, 2021