

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	GARCES			
FIRST NAME	MARK LOUIS	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	LELIS			
3. DATE OF BIRTH (mm/dd/yyyy)	01/21/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	HILONGOS, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:	
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A	
7. HEIGHT (m)	1.695 m	ZIP CODE	N/A	
8. WEIGHT (kg)	75 kg		House/Block/Lot No.	Street
9. BLOOD TYPE	B+		N/A	KILIM
10. GSIS ID NO.	N/A		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	1211-9088-4558		BAYBAY	LEYTE
12. PHILHEALTH NO.	13-250490350-1	City/Municipality	Province	
13. SSS NO.	06-3865957-7	18. PERMANENT ADDRESS	N/A	
14. TIN NO.	474-371-554	ZIP CODE	N/A	
15. AGENCY EMPLOYEE NO.	VJO02145		House/Block/Lot No.	Street
			CENTRAL DISTRICT	MATAPAY
			Subdivision/Village	Barangay
			HILONGOS	LEYTE
		City/Municipality	Province	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	+639094919643	
		21. E-MAIL ADDRESS (if any)	mlgarces321@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	GARCES		N/A	N/A
FIRST NAME	LUISITO	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	CAGADAS		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	LELIS		N/A	N/A
FIRST NAME	ZENAIDA		N/A	N/A
MIDDLE NAME	ARCA Y		(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	HILONGOS SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	WITH HONORS
SECONDARY	HILONGOS NATIONAL VOCATIONAL SCHOOL	HIGH SCHOOL	2010	2014	N/A	2014	WITH HONORS
VOCATIONAL /	HILONGOS NATIONAL VOCATIONAL SCHOOL	PERSONAL COMPUTER HARDWARE SERVICING	2010	2014	N/A	2014	BEST IN PCHS
COLLEGE	VISAYAS STATE UNIVERSITY- MAIN CAMPUS	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2017	2024	100 UNITS	N/A	DOST SCHOLAR
GRADUATE STUDIES	UNIVERSITY OF CEBU - MARITIME EDUCATION AND TRAINING CENTER	BACHELOR OF SCIENCE IN MARINE ENGINEERING	2014	2017	N/A	2017	MAERSK SCHOLAR

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/18/2025
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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
	CAREER SERVICE SUB-PROFESSIONAL	82.8	08/12/2018	SAINT JOSEPH COLLEGE, MAASIN CITY, SOUTHERN LEYTE	N/A	N/A
	CAREER SERVICE PROFESSIONAL	81.5	08/04/2019	SAINT JOSEPH COLLEGE, MAASIN CITY, SOUTHERN LEYTE	N/A	N/A
	DRIVER'S LICENSE	N/A	N/A	LTO - BAYBAY, BAYBAY CITY, LEYTE	H12-15-002815	01/21/2028
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/18/2025
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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	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

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			
COMPUTER HARDWARE SERVICING	05/8/2023	05/12/2023	40	Technical	LEYTE TECHNOLOGY LIVELIHOOD DEVELOPMENT & PRODUCTIVITY CENTER
UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS AT VISAYAS STATE UNIVERSITY	11/29/2023	11/29/2023	8	Managerial	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
HRIS SOFTWARE ONBOARDING	12/6/2023	12/6/2023	8	Technical	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
BASIC LIFE SUPPORT WITH CPR 2020 GUIDELINES WITH AED, FOREIGN BODY AIRWAY OBSTRUCTION AND BAG VALVE MASK APPLICATIONS, OCCUPATIONAL FIRST AID TRAINING	03/04/2024	03/06/2024	24	Technical	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
SEMINAR WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM)	07/30/2024	07/31/2024	16	Technical	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
BASIC COURSE TRAINING ON THE RA 9184 AND ITS REVISED IMPLEMENTING RULES AND REGULATIONS ACT OF 2016	11/26/2024	11/28/2024	24	Technical	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

(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)
COMPUTER LITERATE	N/A	N/A
BASIC COMPUTER TROUBLESHOOTING	N/A	N/A
IT CONSULTANT	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE



DATE

06/18/2025

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)		
NAME	ADDRESS	TEL. NO.
MAGDALENE C. UNAJan	HEAD, DCST, VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	09171304169
RODERICK MAR UNAJan	CLERK, IHK, VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	09778179877
JANE FRANCIS V. LOBEDICA	HRMO, LGU - HILONGOS, LEYTE	567-9715

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.



MARK LOUIS L. GARCES

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:	DRIVER'S LICENSE
ID/License/Passport No.:	H12-15-002815
Date/Place of Issuance:	LTO, BAYBAY CITY, LEYTE

Signature (Sign inside the box)	
06/18/2025	
Date Accomplished	

SUBSCRIBED AND SWORN to before me this 30 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAL S. MONTERON VSU Director, Legal Affairs and Services	
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: JAN 2023 - Present
- Position: Clerk
- Name of Office/Unit: Supply and Property Management
- Immediate Supervisor: Vivian V. Balbarino
- Name of Agency/Organization and Location: Visayas State University, Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for inventory, LTO registration, GSIS insurance of VSU motor vehicles; responsible for inventory and GSIS insurance of VSU Buildings; responsible for submitting building documents to OBO Baybay; responsible for inventory and quarterly report of VSU Biological Assets; responsible for updating the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and Report on the Physical Count of Semi-Expendable Property.



MARK LOUIS L. GARCES
(Signature over Printed Name
of Employee/Applicant)

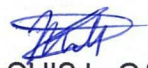
Date: 06/18/2025

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: JUN 2018 – AUG 2019
- Position: Encoder
- Name of Office/Unit: University Registrar
- Immediate Supervisor: Eliezer L. Velasco
- Name of Agency/Organization and Location: Visayas State University, Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for checking and encoding of student's data during enrollment and perform other duties assigned by the University Registrar.


MARK LOUIS L. GARCES

(Signature over Printed Name
of Employee/Applicant)


Date: 06/18/2025

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: FEB 2018 – MAY 2018
- Position: Clerk
- Name of Office/Unit: Local Civil Registrar
- Immediate Supervisor: Ernesto M. Fulache
- Name of Agency/Organization and Location: Local Government Unit - Hilongos, Hilongos, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for filing and recording of client's birth, death, marriage certificates; responsible for assisting client's birth, death, marriage certificates.


MARK LOUIS L. GARCES
(Signature over Printed Name
of Employee/Applicant)

Date: 06/18/2025