

# PERSONAL DATA SHEET

**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 <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization 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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 1 House/Block/Lot No. Street Subdivision/Village Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.66 m	ZIP CODE	6521
8. WEIGHT (kg)	66.5 (kg)	18. PERMANENT ADDRESS	Zone 1 House/Block/Lot No. Street Subdivision/Village Baybay City Leyte City/Municipality Province
9. BLOOD TYPE	"B"	ZIP CODE	6521
10. GSIS ID NO.	B60J4MCB038	19. TELEPHONE NO.	(053) 563-7428
11. PAG-IBIG ID NO.	0801-01824-11	20. MOBILE NO.	/ 09753524084
12. PHILHEALTH NO.	13-000014468-2	21. E-MAIL ADf .com	manuelcbartolini@gmail.com
13. SSS NO.	None		
14. TIN NO.	104-031-265		
15. AGENCY EMPLOYEE NO.	V00571		

## 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	NAME EXTENSION (JR., SR)	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	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Valenzona			
25. MOTHER'S MAIDEN NAME	Bartolini (Deceased)			
SURNAME	Cuarenta			
FIRST NAME	Tomas			
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	1978		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		DATE	5-10-19
-----------	---	------	---------



[illegible]



29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Philippine Guardians Brotherhood, Incorporated -BUFFALO Chapter Brgy. Guadalupe, Baybay City, Leyte	12/16/2010	Present	NA	President PGBI BUFFALO Chapter & PGBI Provincial Scretary
	Reservist Philippines Army (Part Timer)	10/11/2017	Present	NA	President of Special Basic Citizen Military 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 (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			
	Gender Sensitivity Training for the Guadalupe Consumers Cooperative Members	March 14, 2017	March 14, 2017	8hrs		Institute or Strategic Research and Deve- lopment Studies (ISRDS) VSU,Visca,Baybay City, 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 & Human Resource Development
	Total Quality Management Among Administrative Personnel	March 18, 2010	March 19, 2010	24hrs		Office of the Director for Administration & Human Resource Development
	Special Basic Citizen Military Training (SBCTM-CL-01-2017)	Nov. 11, 2017	March 24, 2018	240hrs		8th Regional Community Defense Group, Army Rserve Command, Camp Jorge Downes Ormoc City, Leyte
	Company Assembly Test(CAT) 2018 for the Ready Reserve 1 of 804RRIBn - Machine Gunner 1, 2PL, A Coy , 804RRIBn	Sept. 08, 2018	Sept. 09, 2018	16hrs		HEADQUARTERS 804th Community Defense Center, 8th RCDG ARMY RESERVE COMMAND 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, 8th RCDG, Army Rserve Command, Camp Jorge Downes Ormoc City, Leyte
	Platoon Sustainment Training Class 01-2018	Nov. 18, 2018	Dec. 01, 2018	32hrs		8th Regional Community Defense Group, 8th RCDG, Army Rserve Command, Camp Jorge Downes Ormoc City, Leyte
	War fighting Training Class 01-2018	Dec. 2, 2018	Dec. 10, 2018	72hrs		Camp San Riego de Dios (ARESCOMD), Tanza City, Cavite
						HEADQUARTERS 804th Community Defense Center, 8th RCDG ARMY RESERVE COMMAND Kuta Kankabato, Sn Jose,Tacloban City, Leyte
	Exemplary performance of duty rendered as Volunteered Reservist during the conduct of Advance and Basic ROTC	April 2019'	May 4 2019'			VSU, Visca, Baybay City, Leyte




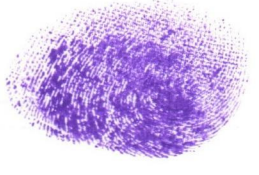
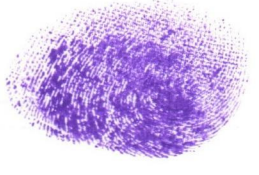

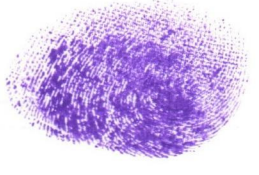
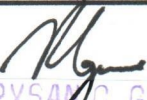
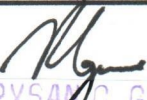
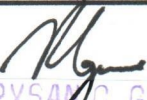
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Playing Guitar & Singing		Administrative Personnel Association
TYPIST		Army Reserve Command (ARESCOMD) PA

(Continue on separate sheet if necessary)

SIGNATURE	DATE
-----------	------



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 border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>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. Teresita L. Quiñanola</td><td>Baybay City, Leyte</td><td></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. Teresita L. Quiñanola	Baybay City, Leyte	
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. Teresita L. Quiñanola	Baybay City, Leyte													
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.		 PHOTO												
<table border="1"><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</td></tr><tr><td>ID/License/Passport No.: V000571</td></tr><tr><td>Date/Place of Issuance: 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"><tr><td> Signature (Sign inside the box) May 10, 2019 Date Accomplished</td></tr></table>	 Signature (Sign inside the box) May 10, 2019 Date Accomplished	<table border="1"><tr><td> Right Thumbmark</td></tr></table>	 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: VSU														
ID/License/Passport No.: V000571														
Date/Place of Issuance: January 2, 2010 - VSU, Visca, Baybay City, Leyte														
 Signature (Sign inside the box) May 10, 2019 Date Accomplished														
 Right Thumbmark														
SUBSCRIBED AND SWORN to before me this 04 JUN 2019, affiant exhibiting his/her validly issued government ID as indicated above.														
<table border="1"><tr><td> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</td></tr></table>			 ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath											
 ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath														