

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 () ☐ 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	WILLIAM	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ALAN		
3. DATE OF BIRTH (mm/dd/yyyy)	12/31/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MAASIN CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. N/A Street N/A Subdivision/Village N/A Barangay MARIA CLARA City/Municipality MAASIN CITY SOUTHERN LEYTE Province
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated Other/s:	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Street N/A Subdivision/Village N/A Barangay MARIA CLARA City/Municipality MAASIN CITY SOUTHERN LEYTE Province
7. HEIGHT (m)	1.64	ZIP CODE	6600
8. WEIGHT (kg)	63	19. TELEPHONE NO.	NONE
9. BLOOD TYPE	AB	20. MOBILE NO.	09058039883
10. GSIS ID NO.	NONE	21. E-MAIL ADDRESS (if any)	williamalaancruz@gmail.com
11. PAG-IBIG ID NO.	9193-5397-3758		
12. PHILHEALTH NO.	06-251294764-1		
13. SSS NO.	NONE		
14. TIN NO.	753-351-512		
15. AGENCY EMPLOYEE NO.	NONE		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Remolta		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Corinne Faith	NAME EXTENSION (JR., SR)	NONE	N/A
MIDDLE NAME	Romero			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CRUZ			
FIRST NAME	RUFO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RODRIGUEZ	N/A		
25. MOTHER'S MAIDEN NAME				
SURNAME	ALAN			
FIRST NAME	ASUNCION			
MIDDLE NAME	LEYSON			

(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	Ma. Clara Elementary School	BASIC EDUCATION	06/03/2005	03/28/2011	N/A	2011	FIRST HONORABLE
SECONDARY	Ichon National High School	SECONDARY EDUCATION	06/07/2011	04/09/2015	N/A	2015	N/A
VOCATIONAL / TRADE COURSE	NONE	NONE	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	TERTIARY EDUCATION	06/06/2015	06/14/2019	N/A	2019	VARSITY
GRADUATE STUDIES	NONE	N/A	N/A	N/A	N/A	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 12, 2023
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[illegible]

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

[illegible]

SIGNATURE		DATE	December 12, 2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]


(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)
	MOUNTAINEERING		CONSISTENT VARSITY SCHOLAR		KNIGHTS OF THE COLOMBUS
	CHESS				KARANCHO
					BAKTAS TAMOLAYAG

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 12, 2023
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<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: 33%;">NAME</th><th style="width: 33%;">ADDRESS</th><th style="width: 33%;">TEL. NO.</th></tr></thead><tbody><tr><td>JOSE L. BACUSMO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09173108076</td></tr><tr><td>LISA I. ARCE</td><td>BATO LEYTE</td><td>09273967451</td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table> <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>		NAME	ADDRESS	TEL. NO.	JOSE L. BACUSMO	VISCA, BAYBAY CITY, LEYTE	09173108076	LISA I. ARCE	BATO LEYTE	09273967451			
NAME	ADDRESS	TEL. NO.											
JOSE L. BACUSMO	VISCA, BAYBAY CITY, LEYTE	09173108076											
LISA I. ARCE	BATO LEYTE	09273967451											
<p>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.):</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government issued ID: DRIVERS LICENSE</p> <p>ID/License/Passport No.: H12-19-000077</p> <p>Date/Place of Issuance: 01/07/2019</p>	<div style="border: 1px solid black; padding: 5px;"><p>ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size)</p><p>Computer generated or photocopied picture is not acceptable</p></div> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><p>Right Thumbmark</p></div>												
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30%;"><p>Signature (Sign inside the box)</p><p><i>[Signature]</i></p><p>Date Accomplished: 01/07/2019</p></td><td style="width: 70%;"><p>SUBSCRIBED AND SWORN to before me this 09 JAN 2024, affiant exhibiting his/her validly issued government ID as indicated above.</p><div style="border: 1px solid black; padding: 10px; text-align: center;"><p>ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</p><p>Person Administering Oath</p></div></td></tr></table>		<p>Signature (Sign inside the box)</p> <p><i>[Signature]</i></p> <p>Date Accomplished: 01/07/2019</p>	<p>SUBSCRIBED AND SWORN to before me this 09 JAN 2024, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"><p>ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</p><p>Person Administering Oath</p></div>										
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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: September 1, 2019– February 29, 2020
- Position: Science Research Assistant
- Name of Office/Unit: Philrootcrops
- Immediate Supervisor: Dr. Jose L. Bacusmo
- Name of Agency/Organization and Location: Visayas State University
VSU, Baybay City Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

Assist in the maintenance of sweetpotato germplasm. Help in the collections, characterization and documentation of sweetpotato germplasm. Conduct single plant and unreplicated trials of F1 sweetpotato hybrids/genotypes. Assist in making reports of the project.

- Duration: July 1, 2020 – Present
- Position: Science Research Assistant
- Name of Office/Unit: Philrootcrops
- Immediate Supervisor: Lisa I. Arce
- Name of Agency/Organization and Location: Visayas State University
VSU, Baybay City Leyte
- Summary of Actual Duties

Manage Field Operations, assist in breeding Cassava and analyzed data gathered from experimental set-ups


WILLIAM A. CRUZ

(Signature over Printed Name
of Employee/Applicant)

Date: 12/12/23