

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.

I. PERSONAL INFORMATION

2. SURNAME	APAS		
FIRST NAME	GENALYN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MENDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	12/04/1992	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	BRGY. KANSUNGKA, BAYBAY, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street CENTRO KANSUNGKA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'2"	ZIP CODE	6521
8. WEIGHT (kg)	47	18. PERMANENT ADDRESS	House/Block/Lot No. Street CENTRO KANSUNGKA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	None	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121216630526	20. MOBILE NO.	09513539477
12. PHILHEALTH NO.	12-051414065-6	21. E-MAIL ADDRESS (if any)	genalyn.apas@vsu.edu.ph
13. SSS NO.	05-1251960-7		
14. TIN NO.	717-770-885		
15. AGENCY EMPLOYEE NO.	None		

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	NAME EXTENSION (JR., SR)		N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	APAS			
FIRST NAME	DANILO		NAME EXTENSION (JR., SR)	
MIDDLE NAME	GALADO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MENDEZ (deceased)			
FIRST NAME	GINA			
MIDDLE NAME	NAPOLIS			

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	KANSUNGKA ELEMETARY SCHOOL	N/A	1999	2005	N/A	2005	VALEDICTORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	2005	2009	N/A	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2009	2013	N/A	2013	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	February 27, 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	February 22, 2023
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February 2, 2023

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)		POSITION / NATURE OF WORK
		From	To	
	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)







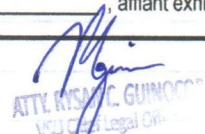
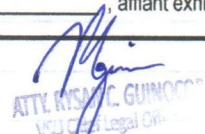
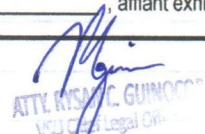
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED					
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)					
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)
		From	To		
	ISO 9001:2015 Awareness/Re-Awareness Webinar	11/27/2020	11/27/2020	4	Technical
	Webinar on How to Organize Your VSU Email	11/20/2020	11/20/2020	2	Technical
	Webinar on Document Tracking System	11/13/2020	11/13/2020	3	Technical
	Orientation of the New Supply Procurement and Property Management Information System (SPPMIS)	05/26/2020	05/26/2020	8	Technical
	Workshop on the Uniformity of the University's Specifications and Prices of Goods & Training for the Implementation (PPMP & PR) of the Supplies Procurement and Supplies Management Information System	03/10/2020	03/10/2020	8	Technical
	Seminar Workshop on Records Matrix and NAP Form-1 Completion	12/13/2019	12/13/2019	8	Technical
	Workshop on Corrective Action	09/16/2019	09/16/2019	4	Technical
	Echo-Seminar for ISO Awareness	07/16/2019	07/16/2019	4	Technical
	Workshop on Online Enrolment 2019	07/16/2019	07/16/2019	4	Technical
	ISO 9001:2015 QMS Roll-Out Orientation	04/11/2019	04/11/2019	4	Technical
	Orientation-Workshop for JO Workers	01/15/2019	01/15/2019	8	Technical
	VSUCC Basic Cooperative Course Seminar	06/12/2018	06/12/2018	8	Technical

(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)
Typing	N/A	N/A
Reading		
Drawing		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Resignation from the last work attended in SUM Finance Services Corporation last March 31, 2018.</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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Ma. Theresa P. Loreto</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>9056893008</td> </tr> <tr> <td>Kyza Mae M. Ramoneda</td> <td>Brgy. Sta. Cruz, Baybay City, Leyte</td> <td>9614642430</td> </tr> <tr> <td>Lourd Franz M. Gabunada</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>563-0301</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Ma. Theresa P. Loreto	VSU, Visca, Baybay City, Leyte	9056893008	Kyza Mae M. Ramoneda	Brgy. Sta. Cruz, Baybay City, Leyte	9614642430	Lourd Franz M. Gabunada	VSU, Visca, Baybay City, Leyte	563-0301
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<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>Philhealth</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>12-051414065-6</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td></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:	Philhealth	ID/License/Passport No.:	12-051414065-6	Date/Place of Issuance:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) </td> </tr> <tr> <td style="text-align: center;"> Edmar M. Rom Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box)	Edmar M. Rom Date Accomplished
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<p>SUBSCRIBED AND SWORN to before me this <u>13 MAR 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  ATTY. RISA M. C. GUINOCO VSU Chief Legal Officer </td> </tr> <tr> <td style="text-align: center;"> Person Administering Oath </td> </tr> </table>		 ATTY. RISA M. C. GUINOCO VSU Chief Legal Officer	Person Administering Oath										
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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: **January 10, 2018-Present**
- Position: **Administrative Clerk/Deputy Documents and Records Controller**
- Name of Office/Unit: **Biotechnology**
- Immediate Supervisor: **Lourd Franz M. Gabunada**
- Name of Agency/Organization and Location: **Visayas State University**

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

-Encode/photocopy/print/file/retrieve communications, memos, reports, proposals, requests, appointments, instructional materials, and other pertinent documents and records

-Record and remind department head re: meetings, seminars and other official functions

-Maintain the cleanliness and orderliness of the office and perform other jobs that may be assigned by the department head and other faculty


GENALYN M. APAS

(Signature over Printed Name
of Employee/Applicant)

Date: Feb. 22, 2022