

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	Señara		
FIRST NAME	Cielo	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Flandez		
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1966	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	Mambajao, Camiguin	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	871 A. Mabini St. House/Block/Lot No. Street Poblacion Zone 2 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.66	18. PERMANENT ADDRESS	871 A. Mabini St. House/Block/Lot No. Street Poblacion Zone 2 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	72.50		19. TELEPHONE NO.
9. BLOOD TYPE	A+	20. MOBILE NO.	926-876-1413
10. GSIS ID NO.	66042501949	21. E-MAIL ADDRESS (if any)	cielo.senara@vsu.edu.ph
11. PAG-IBIG ID NO.	170000261720		
12. PHILHEALTH NO.	130000143546		
13. SSS NO.	N/A		
14. TIN NO.	116626906		
15. AGENCY EMPLOYEE NO.	V00647		

II. FAMILY BACKGROUND

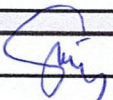
22. SPOUSE'S SURNAME	Señara		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Geraldine	NAME EXTENSION (JR., SR)	Sweet Urahia May G. Señara	01/27/1991
MIDDLE NAME	Godoy		Therese Althea G. Señara	04/10/1996
OCCUPATION	None		Ken Franchiz G. Señara	06/05/2008
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	Señara			
FIRST NAME	Antonio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Aboc			
25. MOTHER'S MAIDEN NAME	Pieza			
SURNAME	Señara			
FIRST NAME	Teresita			
MIDDLE NAME	Flandez			

(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	Baybay North Central School	Elementary	1972	1978	Certificate	1978	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1978	1982	Diploma	1982	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Science in Commerce (Major in Accounting)	1982	1986	Diploma	1986	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/10/2024
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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
N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

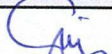
V. WORK EXPERIENCE

(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 "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2024	12/31/2024	Administrative Aide III (Casual)	Visayas State University	14,678.00	3-1	Casual	Y
07/01/2023	12/31/2023	Administrative Aide III (Casual)	Visayas State University	14,678.00	3-1	Casual	Y
01/01/2023	06/30/2023	Administrative Aide III	Visayas State University	14,678.00	3-1	Casual	Y
07/01/2022	12/31/2022	Administrative Aide III	Visayas State University	642.05	-	Casual	Y
01/03/2022	06/30/2022	Administrative Aide III	Visayas State University	14,125.00	3-1	Casual	Y
07/01/2021	12/31/2021	Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
01/01/2021		Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
01/01/2020	12/31/2020	Administrative Aide III	Visayas State University	13,019.00	3-1	Casual	Y
01/01/2019	12/31/2019	Administrative Aide III	Visayas State University	566.64	-	Casual	Y
01/01/2018	12/31/2018	Administrative Aide III	Visayas State University	541.54	-	Casual	Y
01/01/2017	12/31/2017	Administrative Aide III	Visayas State University	517.59	-	Casual	Y
01/01/2016	12/31/2016	Administrative Aide III	Visayas State University	494.68	-	Casual	Y
01/01/2014	12/31/2015	Administrative Aide III	Visayas State University	472.77	-	Casual	Y
07/01/2013	12/31/2013	Administrative Aide III	Visayas State University	437.64	-	Casual	Y
01/01/2011	06/30/2013	Administrative Aide III	Visayas State University	402.45	-	Casual	Y
01/01/2010	12/31/2010	Administrative Aide III	Visayas State University	367.27	-	Casual	Y
07/01/2008	12/31/2009	Administrative Aide III	Visayas State University	332.14	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide III	Visayas State University	301.95	-	Casual	Y
01/01/2005	06/30/2007	Administrative Aide III	Leyte State University	274.50	-	Casual	Y
01/01/2002	12/31/2004	Clerk I	Leyte State University	274.50	-	Casual	Y
07/01/2001	12/31/2001	Clerk I	Visayas College of Agriculture	274.50	-	Casual	Y
01/01/2000	06/30/2001	Clerk I	Visayas College of Agriculture	261.41	-	Casual	Y
01/01/1997	12/31/1999	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
01/01/1996	12/31/1996	Clerk I	Visayas College of Agriculture	225.27	-	Casual	Y
01/01/1995	12/31/1995	Clerk I	Visayas College of Agriculture	179.82	-	Casual	Y
01/01/1994	12/31/1994	Clerk I	Visayas College of Agriculture	134.36	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/10/2024
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Attachment A.1

V. WORK EXPERIENCE

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

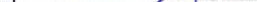
[illegible]

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

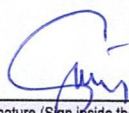
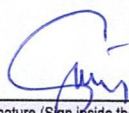
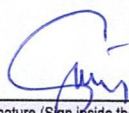
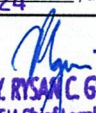
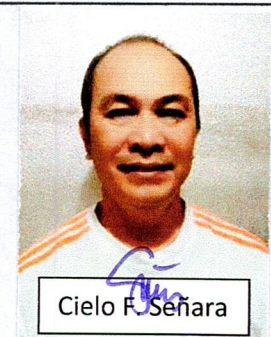
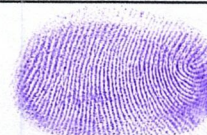
[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	06/10/2024
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06/10/2024

<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>Rommel B. Armecin</td> <td>VSU, Baybay City, Leyte</td> <td>09190973688</td> </tr> <tr> <td>Luz O. Moreno</td> <td>VSU, Baybay City, Leyte</td> <td>09164239381</td> </tr> <tr> <td>Feliciano G. Sinon</td> <td>VSU, Baybay City, Leyte</td> <td>09173325382</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Rommel B. Armecin	VSU, Baybay City, Leyte	09190973688	Luz O. Moreno	VSU, Baybay City, Leyte	09164239381	Feliciano G. Sinon	VSU, Baybay City, Leyte	09173325382
NAME	ADDRESS	TEL. NO.											
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Luz O. Moreno	VSU, Baybay City, Leyte	09164239381											
Feliciano G. Sinon	VSU, Baybay City, Leyte	09173325382											
<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>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: PHILHEALTH</td> </tr> <tr> <td>ID/License/Passport No.: 130000143546</td> </tr> <tr> <td>Date/Place of Issuance: 11/30/-0001 / Ormoc City</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.: 130000143546	Date/Place of Issuance: 11/30/-0001 / Ormoc City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) 06/10/2024 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) 06/10/2024 Date Accomplished							
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<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>SUBSCRIBED AND SWORN to before me this 27 JUN 2024, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath </div> </div> <div style="width: 35%; text-align: center;">  Cielo F. Señara  Right Thumbmark </div> </div>													

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.

Sample: If applying to Supervising Administrative Officer

- Duration: July 1, 1989 = Present
- Position: Administrative Aide III
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Romel B. Armecin
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Prepares Government Standard Forms - Trip tickets, RIS, Travel orders, itinerary of travel, certificate of travel completed, cash advances, liquidation reports, DTR/CSR, payrolls, application for leave, request for overtime, appointments/contracts, purchase request, purchase order, request for quotation, abstract of quotation, obligation request/budget utilization request, disbursement voucher, inspection and acceptance report, claims/ reimbursements, job order, job request, PDS, accomplishment reports, VAT certificates, etc.
- Prepares/encodes staff (casual & contractual) evaluation documents - PES individual targets prepared, PMS contracts prepared, PES accomplishments
- Other Services: Messengerial, photocopying/printing services, assists staff in different computer system installation (removal of virus, backing up of data, etc.)
- In-charge and monitors audio visual equipment of the center and equipments at laboratories
- Customer Assistance Services


CIELO F. SENARA

(Signature over Printed Name
of Employee/Applicant)

Date: Jun. 2, 2024