

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	Gucela		
FIRST NAME	Amel	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Poliquit		
3. DATE OF BIRTH (mm/dd/yyyy)	07/10/1980	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: Philippines
4. PLACE OF BIRTH	Patag, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Zone 4 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.68	ZIP CODE	6521
8. WEIGHT (kg)	75.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	ZONE 4 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	80071000498	ZIP CODE	6521
11. PAG-IBIG ID NO.	170000287786		
12. PHILHEALTH NO.	130000619435	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	955-718-7352
14. TIN NO.	925731944	21. E-MAIL ADDRESS (if any)	amel.gucela@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00610		


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
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	Gucela		
FIRST NAME	Eutiquio	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Almonite		
25. MOTHER'S MAIDEN NAME	Elpedia Gumba Poliquit		
SURNAME	Poliquit		
FIRST NAME	Elpedia		
MIDDLE NAME	Gumba		

(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	Gabas Elementary School	Elementary	1986	1992		1992	N/A
SECONDARY	Baybay National High School	High School	1992	1996		1996	N/A
VOCATIONAL/ TRADE COURSE	Hilongos National Vocational School	Radio and TV Mechanic	1996	2000		2000	N/A
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

SIGNATURE		DATE	04/02/2024
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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
Electronics Equipment Technician		N/A	N/A	361708170002	12/18/2017
NC II – Computer Hardware Servicing		02/28/2014	STI-Maasin City	14080602000975	02/28/2019

(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 "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	Administrative Aide VI	Visayas State University	17,824.00	6-3	Permanent	Y
03/01/2022		Administrative Aide VI	Visayas State University	17,137.00	6-3	Permanent	Y
01/01/2022		Administrative Aide VI	Visayas State University	17,007.00	6-2	Permanent	Y
01/01/2021		Administrative Aide VI	Visayas State University	16,325.00	6-2	Permanent	Y
01/01/2020		Administrative Aide VI	Visayas State University	15,643.00	6-2	Permanent	Y
03/01/2019		Administrative Aide VI	Visayas State University	14,961.00	6-2	Permanent	Y
01/01/2019	02/28/2019	Administrative Aide VI	Visayas State University	13,214.00	4-1	Permanent	Y
04/20/2018	12/31/2018	Administrative Aide VI	Visayas State University	12,674.00	4-1	Permanent	Y
03/01/2018	02/28/2019	Administrative Aide VI	Visayas State University	12,674.00	4-1	Temporary	Y
01/01/2018	02/28/2018	Administrative Aide VI	Visayas State University	12,674.00	4-1	Temporary	Y
03/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	12,155.00	4-1	Temporary	Y
01/01/2017	02/28/2017	Administrative Aide VI	Visayas State University	12,155.00	4-1	Temporary	Y
03/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	11,658.00	4-1	Temporary	Y
01/01/2014	02/29/2016	Administrative Aide VI	Visayas State University	587.32	-	Casual	Y
07/01/2013	12/31/2013	Administrative Aide VI	Visayas State University	545.09	-	Casual	Y
01/01/2011	06/30/2013	Administrative Aide VI	Visayas State University	502.82	-	Casual	Y
01/01/2010	12/31/2010	Administrative Aide VI		460.59	-	Casual	Y
07/01/2008	12/31/2009	Administrative Aide VI		418.36	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide VI		380.32	-	Casual	Y
01/01/2006	06/30/2007	Administrative Aide VI		345.73	-	Casual	Y
01/01/2005	12/31/2005	Administrative Aide VI		345.73	-	Casual	Y
07/01/2004	12/31/2004	Ecet		345.73	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE



DATE

04/02/2024

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

(Continue on separate sheet if necessary)

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

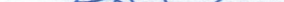
[illegible]

(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)
COMPUTER INSTALLATION PROGRAM AND NETWORKING	Model Skilled Award	VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
Light and Sounds Installation		
Mobile Phone Repair		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/02/2024
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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)?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ 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?

☐ YES

☒ 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?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ 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?

☐ YES

☒ NO

☐ YES

☒ NO

☐ YES

☒ NO

If YES, please specify:


If YES, please specify ID No

If YES, please specify ID No

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DOMINADOR POLIQUIT	PATAG, BAYBAY CITY	09090818016
ALLAN P. GUMBA	PATAG, BAYBAY CITY	0907879605
MICHELLE GUMBA	PATAG, BAYBAY CITY	09083371895

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.




ARNEL P. GUCELA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: N/A UMID

ID/License/Passport No.: N/A 006-PII9-6553-5


Date/Place of Issuance: N/A BAYBAY CITY



Signature (Sign inside the box)


04/02/2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 05 APR 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSA M. C. GUINOCOR

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.

Sample: If applying to Supervising Administrative Officer

- Duration: March 1, 2016 – present
- Position: Administrative Aide VI
- Name of Office/Unit: DYDC-FM
- Immediate Supervisor: Dr. Christina A. Gabrillo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Operates the internet radio and web page of DYDC-FM
 - Assists in troubleshooting and repair of live streaming facilities of DYDC-FM
 - Provides technical assistance during program production, actual broadcast activities and special remote coverage
 - Perform other tasks assigned by the Station Manager

- Duration: July 1, 2004 – February 29, 2016
- Position: Administrative Aide VI
- Name of Office/Unit: ICTU/ICTMC
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Repair computer hardware and other electronics equipment
 - Configure and install Local Area Network (LAN) in different offices and Department
 - Maintenance of the Network Servers especially in Internet Access Logging and Intranet Users
 - Install Operating System and other programs of computer
 - Maintenance of the Network Main Switch and other Network Back Bone/UTP Patch Panels assigned in different Offices and Department
 - Installed and configured Wireless Antenna for Internet connection
 - Perform related task assigned by the Superior
 - Termination of Fiber Optic Cable
 - Installation of Wi-Fi at the Department of Agricultural Engineering tower
 - Setup Multimedia equipment for seminars, meetings, conferences


ARNEL P. GUCELA

(Signature over Printed Name
of Employee/Applicant)

Date: 4/2/24