

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	Godoy		
FIRST NAME	Jerome	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Galvez		
3. DATE OF BIRTH (mm/dd/yyyy)	01/12/1983	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	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	
7. HEIGHT (m)	1.70	ZIP CODE	House/Block/Lot No. Street Hibunawan
8. WEIGHT (kg)	72.00		Subdivision/Village Barangay BAYBAY LEYTE
9. BLOOD TYPE	O		City/Municipality Province 6521
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	N/A	ZIP CODE	House/Block/Lot No. Street Hibunawan
13. SSS NO.	N/A		Subdivision/Village Barangay BAYBAY LEYTE
14. TIN NO.	N/A		City/Municipality Province 6521
15. AGENCY EMPLOYEE NO.	V00932		
		19. TELEPHONE NO.	(525) 0140
		20. MOBILE NO.	916-448-2559
		21. E-MAIL ADDRESS (if any)	jerome.godoy@vsu.edu.ph


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Godoy	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Dina Joy	NAME EXTENSION (JR., SR)	Jollian Jed Gabriel B. Godoy
MIDDLE NAME	Braca		02/02/2018
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	Godoy		
FIRST NAME	Romulo	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Pancito		
25. MOTHER'S MAIDEN NAME	Anita P. Galvez		
SURNAME	Godoy		
FIRST NAME	Anita		
MIDDLE NAME	Galvez		(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	Hibunawan Elementary Shool	Elementary	1990	1996		1996	N/A
SECONDARY	Visca Laboratory High School	High School	1996	2000		2000	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Southern Leyte State University	Bachelor of Science in Industrial Technology	2000	2004		2004	N/A
GRADUATE STUDIES	N/A						


(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/19/2023
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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	12/19/2023
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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)

[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 Repair	N/A	VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
Driving two/four wheels vehicles		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/19/2023
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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

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No

☐ YES

☒ NO

If YES, please specify ID No

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

NAME	ADDRESS	TEL. NO.
Louella C. Ampac	VSU, BAYBAY, LEYTE	09715423297
Erlinda S. Esguerra	VSU, BAYBAY, LEYTE	09176341538
Sean O. Villagonzalo	VSU, BAYBAY, 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.

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

ID/License/Passport No.: V00932

Date/Place of Issuance: 08/01/2016 / Baybay City, Leyte

Signature (Sign inside the box)

12/19/2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 11 JAN 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSON C. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath



WORK EXPERIENCE SHEET

- Duration: August 1, 2016 – present
- Position: Administrative Aide VI
- Name of Office/Unit: Information and Communications Technology Management Center
- Immediate Supervisor: Sean O. Villagonzlo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Network cabling installation, repair, and maintenance of fiber optic cables and copper.
- Network monitoring and management of Wifi Access Point, IPCCTV, Network Switch, and VOIP.
- Installation, repair and maintenance of Computer, Network Switch, Biometric, VOIP, IPCCTV, and Wifi Access Point.
- Assist in Live streaming and video coverage.

- Duration: January 1, 2015 – July 31, 2016
- Position: Computer Maintenance Technician (JO)
- Name of Office/Unit: University Computer Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Assist in network cabling installation, repair, and maintenance.
- Repair and maintenance of computers and other A/V equipment.
- Assist in the maintenance, monitoring and management of wifi services.
- Assist in Live streaming and video coverage.

JEROME G. GODOY

(Signature over Printed Name
of Employee/Applicant)

Date: 12/19/2023