

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	LASQUITES		
FIRST NAME	HEIDE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SEBIAL		
3. DATE OF BIRTH (mm/dd/yyyy)	2/21/1961	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 City, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Farmer's village VSU, Visca Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	151 cm	ZIP CODE	
8. WEIGHT (kg)	58.4 kg		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	House/Block/Lot No. Street Farmer's Village VSU, Visca Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	B61DMHSL015	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	080106980204		
12. PHILHEALTH NO.	13-000015352-5		
13. SSS NO.	NA	TELEPHONE NO.	NA
14. TIN NO.	116-625-067	20. MOBILE NO.	09772319985
15. AGENCY EMPLOYEE NO.	V000621	21. E-MAIL ADDRESS (if any)	heide.lasquites@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LASQUITES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JAIME	NAME EXTENSION (JR., SR)	JAMES JADE S. LASQUITES	5/6/1984
MIDDLE NAME	MAUNES		JEIF JENSEN S. LASQUITES	10/15/1985
OCCUPATION	Government Employee		JUZTINE JANE S. LASQUITES	10/21/1989
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	VSU, Visca, Baybay City, Leyte			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	SEBIAL			
FIRST NAME	CAMILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	HEMENES			
25. MOTHER'S MAIDEN NAME				
SURNAME	PRADO			
FIRST NAME	CONCEPCION			
MIDDLE NAME	DANIELES			

(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	Maypatag Elementary School		1968	1974		1974	Valedictorian
SECONDARY	Visayas State College of Agriculture, Experimental Rural High School		1974	1980		1980	Ranking Honor
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	1980	1984			Academic honor
GRADUATE STUDIES	Visayas State University	Master of Science in Agricultural Education	1987	1990	30 units		

(Continue on separate sheet if necessary)

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	
NONE						

(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	GOVT SERVICE (Y/ N)
From	To						
5/13/1985	3/31/1986	Research Enumerator	Visayas State College of Agriculture	22.35/day		Casual	Yes
7/16/1987	10/1/187	Clerk Aide	Visayas State College of Agriculture	22.90/day		Casual	Yes
11/1/1987	12/13/1987	Assistant Education Research	Visayas State College of Agriculture	39.95/day	9	Casual	Yes
12/14/1987	2/28/1988	Assistant Education Research	Visayas State College of Agriculture	49.95/day	9	Casual	Yes
3/1/1988	6/30/1989	Assistant Education Research	Visayas State College of Agriculture	1,476.58	9	Contractual	Yes
7/1/1989	12/31/1990	Education Research Assistant 1	Visayas State College of Agriculture	3,500.00	9	Contractual	Yes
1/1/1991	12/31/1992	Education Research Assistant 1	Visayas State College of Agriculture	132.59/day	9	Casual	Yes
1/1/1993	12/31/1993	Education Research Assistant 1	Visayas State College of Agriculture	132.59/day	9	Casual	Yes
1/1/1994	12/31/1994	Education Research Assistant 1	Visayas State College of Agriculture	168.95/day	9	Casual	Yes
1/1/1995	12/31/1995	Education Research Assistant 1	Visayas State College of Agriculture	214.41/day	9	Casual	Yes
1/1/1996	12/31/1996	Education Research Assistant 1	Visayas State College of Agriculture	260.09	9	Casual	Yes
1/1/1997	10/31/1997	Education Research Assistant 1	Visayas State College of Agriculture	313.41/day	9	Casual	Yes
11/1/1997	12/31/1999	Education Research Assistant 1	Visayas State College of Agriculture	366.68/day	9	Casual	Yes
1/1/2000	6/30/2001	Education Research Assistant 1	Visayas State College of Agriculture	403.36/day	9	Casual	Yes
7/1/2001	6/30/2007	Education Research Assistant 1	Leyte State University	423.55/day	9	Casual	Yes
7/1/2007	6/30/2008	Education Research Assistant 1	Visayas State University	465.91/day	9	Casual	Yes
7/1/2008	12/31/2009	Education Research Assistant 1	Visayas State University	512.50/day	9	Casual	Yes
1/1/2010	12/31/2010	Education Research Assistant 1	Visayas State University	566.77/day	9	Casual	Yes
1/1/2011	6/30/2013	Education Research Assistant 1	Visayas State University	621.05/day	9	Casual	Yes
7/1/2013	12/31/2013	Education Research Assistant 1	Visayas State University	675.32/day	9	Casual	Yes
1/1/2014	12/31/2015	Education Research Assistant 1	Visayas State University	729.59/day	9	Casual	Yes
1/1/2016	Present	Education Research Assistant 1	Visayas State University	750.55/day	9	Casual	Yes
1/1/2019	Present	Education Research Assistant 1	Visayas State University	817.05/day	9	Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE	DATE	CS FORM 212 (Revised 2017), Page 2 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / 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		
	NONE				

(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)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Delivering Higher Education Institution (DHEI) Assembly	2/25/2017		4	Administrative	Commission on Higher Education
	Reorientation of Department/Office Secretaries	10/15/2016		8	Administrative	Office of the Director for Human and Resource Development (ODAHRD)
	Reorientation of Frontliners on Anti-Red Tape Law on Good Customer Service	9/10/2014		8	Administrative	Office of the Director for Human and Resource Development (ODAHRD)
	Briefing in Conduct of Evaluation of Academic Staff by Students	1/13/2013		8	Administrative	Office of the Director for Human and Resource Development (ODAHRD)

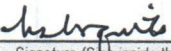
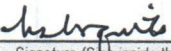
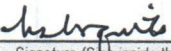









(Continue on separate sheet if necessary)

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 Literate		NA		NA

(Continue on separate sheet if necessary)

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34. Are you related by consanguinity or affinity to 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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Anabella B. Tulin</td><td>VSU, Visca, Baybay City, Leyte</td><td>563-0338</td></tr><tr><td>Dr. Othelo B. Capuno</td><td>VSU, Visca, Baybay City, Leyte</td><td>335-3935</td></tr><tr><td>Dr. Beatriz S. Belonias</td><td>VSU, Visca, Baybay City, Leyte</td><td>563-7106</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Anabella B. Tulin	VSU, Visca, Baybay City, Leyte	563-0338	Dr. Othelo B. Capuno	VSU, Visca, Baybay City, Leyte	335-3935	Dr. Beatriz S. Belonias	VSU, Visca, Baybay City, Leyte	563-7106
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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.													
<table><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: University I.D.</td></tr><tr><td>ID/License/Passport No.: v000621</td></tr><tr><td>Date/Place of Issuance: Visayas State University</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: University I.D.	ID/License/Passport No.: v000621	Date/Place of Issuance: Visayas State University	<table><tr><td> Signature (Sign inside the box)</td></tr><tr><td>June 18, 2019 Date Accomplished</td></tr></table>	 Signature (Sign inside the box)	June 18, 2019 Date Accomplished						
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<table><tr><td> HEIDE S. LAQUITES PHOTO</td><td> Right Thumbmark</td></tr></table>		 HEIDE S. LAQUITES PHOTO	 Right Thumbmark										
 HEIDE S. LAQUITES PHOTO	 Right Thumbmark												
SUBSCRIBED AND SWORN to before me this 02 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</td></tr></table>		 ATTY. RYSAN C. GUINOCOR VSU 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: November 1, 1987 to present
- Position: ERA 1 (Education Research Assistant)
- Name of Office/Unit: Office of Graduate School
- Immediate Supervisor: Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University, Main Campus

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

1. Attends to the following: Readmission, Registration, updating of students records, Formation of GAC, Formation of PCW, change of GAC members
Change of degree/ major/minor fields, Change of admission status, and other request by graduate students (clearance, certification)
2. Assess school fees during enrollment
3. Reasses/adjusts the actual amount of school fees
4. Receives & evaluates students requirement for graduation and prepares list of candidates for graduation
5. Evaluates, computes grades for grad. students honors and prepares list of honors
6. Evaluates, compute grades of students who will take their compre and final exam, Assignes, prepares GS observer during final exams/thesis defense for MS and Ph.D. students
7. Monitors end of appointment and prepares renewal of appointment for graduate faculty
8. Takes charge of all CHED grantees concerns regarding the program and submit reports to CHED at end of the semester
9. Files documents to their personal folder


HEIDE S. LASQUITES

(Signature over Printed Name
of Employee/Applicant)

Date: June 18, 2019