

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.

CSC No.

(Do not fill up. For CSC use only)

2. SURNAME	BALBARINO					
FIRST NAME	YOLANDA		NAME EXTENSION (JR, SR)			
MIDDLE NAME	URDANETA					
3. DATE OF BIRTH (mm/dd/yyyy)	September 28, 1955	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship			
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	☐ by birth ☐ by naturalization Pls. indicate country.			
5. SEX	☐ Male ☒ Female					
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS				
7. HEIGHT (m)	1.51cm	House/Block/Lot No.	Street			
8. WEIGHT (kg)	80kg	Subdivision/Village	BRGY. JAENA			
9. BLOOD TYPE	A	BAYBAY CITY	Barangay			
10. GSIS ID NO.	B55-TUYUB013	City/Municipality	Province			
11. PAG-IBIG ID NO.	0801-015883-06	6521				
12. PhilHEALTH NO.	13-00001440-1	18. PERMANENT ADDRESS				
13. SSS NO.	N/A	House/Block/Lot No.	Street			
14. TIN NO.	116-2-623-049	Subdivision/Village	BRGY. JAENA			
15. AGENCY EMPLOYEE NO.	V0000567	Baybay City	Barangay			
		City/Municipality	Province			
		6521				
		19. TELEPHONE NO.	563-7274			
		20. MOBILE NO.	0912-8107882 AND 0997-3686033			
		21. E-MAIL ADDRESS (if any)	ybalbarino@yahoo.com			
22. SPOUSE'S SURNAME	BALBARINO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME	SAMUEL	NAME EXTENSION (JR, SR)	JOEL URDANETA BALBARINO	11-29-1976		
MIDDLE NAME	POLISTICO		RANIL URDANETA BALBARINO	12-02-1977		
OCCUPATION	N/A		LOVELA URDANETA BALBARINO DOGUILLES	11-19-1985		
EMPLOYER/BUSINESS NAME	N/A		MELANIE URDANETA BALBARINO NUÑEZ	09-19-1986		
BUSINESS ADDRESS	N/A		JEJOMA URDANETA BALBARINO	07-23-1988		
TELEPHONE NO.	N/A		RAYMON URDANETA BALBARINO	06-07-1990		
24. FATHER'S SURNAME	URDANETA					
FIRST NAME	AVELINO SR	NAME EXTENSION (JR, SR)				
MIDDLE NAME	HONORIO					
25. MOTHER'S MAIDEN NAME	LLANO					
SURNAME	URDANETA					
FIRST NAME	ILUMINADA					
MIDDLE NAME	ALAO					
(Continue on separate sheet if necessary)						
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 WEST CENTRAL SCHOOL	Elementary Graduate	1962 1968		1968	
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	High School Graduate	1968 1972		1972	
VOCATIONAL / TRADE COLLEGE						
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	DIPLOMA IN SECRETARIAL SCIENCE	1972-1973 1974-1975		1975	
GRADUATE STUDIES						
(Continue on separate sheet if necessary)						
SIGNATURE	ybalbarino		DATE	Dec 20, 2018		

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)

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:			
Target-Setting Workshop	8-20-2018	8-21-2018	16		Dr. Lourdes B. Cano, Dir. ODAHRD
ISO 9001-2015 Enhancement Seminar-Workshop on Internal Quality Audit	3-2-2017	3-3-2017	16		Dr. Roberto B. Guarle, Dean College of Engineering VSU Internal Lead Auditor, VSU ISO
Seminar Workshop on 5S and Records Management	2-18-2017		8		Dr. Roberto B. Guarle, Dean College of Engineering VSU Internal Lead Auditor, VSU ISO
Full Awareness Training Course ISO 9001-2015	1-26-2017	1-27-2017	16		Mr. Paul B. Bagatsing - Vice President, Anglo Japanese American (AJA) Registrars Inc.
HIV in the Workplace Seminar	12-9-2016		4		Dr. Josephine O. Zafco, VSU Health Services
Personality Development Seminar for Frontliners	09-20-2012		8		Office of the Director Administrative Human and Resource Development
Gender Sensitivity Training and Sexual Harassment Orientation for Frontline Services Provider	09-17-2012		8		Office of the Director Administrative Human and Resource Development
Reorientation Seminar of Frontliners	07-07-2011		8		Office of the Director Administrative Human and Resource Development
Total Quality Management Training among Administrative Personnel	11-13-2009	11-14-2009	16		Office of the Director Administrative Human and Resource Development
PMS-OPES Workshop	07-26-2006		8		Office of the Director Administrative Human and Resource Development
Computer Training for Excel and Power Point Program	10-28-2003	10-30-2003	24		Office of the Director Administrative Human and Resource Development
Career and Personality Development for Clerks and Other Administrative Staff	05-19-2003	05-20-2003	16		Office of the Director Administrative Human and Resource Development
Computer Training Program on Microsoft Word '97	10-28-1998	10-30-1998	12		College Instrumentation Unit, DAEAM, VISCA
Values Orientation Workshop (VOW)	06-17-1998	06-19-1998	24		Human Resource Management and Development Office
Performance Target Setting Evaluation and Team Values Integration Seminar	04-05-1997		8		Human Resource Management and Development Office
Team Building Seminar Workshop for VISCA Administrative Staff	02-07-1997	02-08-1997	16		Human Resource Management and Development Office
Strengthening the Capability of VISCA's Clerical Staff	06-17-1994	06-18 & 25, 1994	24		Human Resource Management and Development Office, ODREX, PRCRTC

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS AND HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Typing	N/A	N/A
Computer literate	N/A	N/A
Cooking	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>Yusef Bepino</i>	DATE	Dec. 20, 2018
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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 If YES, give details: _____ ☐ 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 If YES, give details: _____ ☐ YES ☒ NO 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.
CORAZON U. NUEVO	VSU, Visca, Baybay City	
LOUELLA C. AMPAC	VSU, Visca, Baybay City	
LOURDES B. CANO	VSU, Visca, Baybay City	

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: V000567

ID/License/Passport No.:

Date/Place of Issuance:

Yusalaapino
Signature (Sign inside the box)
Dec 20, 2018
Date accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this JAN 21 2019, affiant exhibiting his/her validly issued government ID as indicated above

Atty. Rysan C. Guinocor
ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath