

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	CANO		
FIRST NAME	LOURDES	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BANDALAN		
3. DATE OF BIRTH (mm/dd/yyyy)	2/11/1956	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 type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.55 m	ZIP CODE	House/Block/Lot No. Street San Isidro
8. WEIGHT (kg)	61 kgs		Subdivision/Village Barangay Baybay City Leyte
9. BLOOD TYPE	O		City/Municipality Province
10. GSIS ID NO.	CRN-006-6109-1228-7		6521
11. PAG-IBIG ID NO.	1700-0024-4880	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	13-00059528-5	ZIP CODE	House/Block/Lot No. Street San Isidro
13. SSS NO.	06-1091228-7		Subdivision/Village Barangay Baybay City Leyte
14. TIN NO.	104-767-393		City/Municipality Province
15. AGENCY EMPLOYEE NO.	V00136		6521
		19. TELEPHONE NO.	563-7643
		20. MOBILE NO.	09176341502
		21. E-MAIL ADDRESS (if any)	lourdesbcano@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CANO (deceased)		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ORLANDO	NAME EXTENSION (JR., SR)	LYNDON B. CANO	6/2/1979
MIDDLE NAME	CORPEZ		LYNETTE C. CIMAFRANCA	6/3/1980
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BANDALAN (deceased)			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CALUNGSOD			
25. MOTHER'S MAIDEN NAME				
SURNAME	PEREZ (deceased)			
FIRST NAME	ANATOLIA			
MIDDLE NAME	TABUDLONG			

(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	Candadam Community School	Elementary Certificate	1964	1968		1968	Valedictorian
SECONDARY	Baybay High School	High School Diploma	1968	1972		1972	Class Prophet
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	University of San carlos	Bachelor of science in Commerce	1972	1976		1976	
GRADUATE STUDIES	University of San Carlos	Master in Business Administration (CAR)	1984	1986		1986	
	Asian Development Foundation College	Master in Management	1996	1999		1999	
	University of San Jose Recoletos	Doctor in Management	1999	2002		2002	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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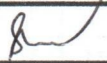


IV. CIVIL SERVICE ELIGIBILITY						
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)		
				NUMBER	Date of Validity	
Career Prof (Local)	78.87%	11/20/1977	Tacloban City			
Career	71.66%	6/18/1978	Tacloban City			

(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	GOV'T SERVICE (Y/ N)
1/1/2017	Present	Chief Administrative Officer	Visayas State University	70,832.00			
1/1/2016	12/31/2016	Chief Administrative Officer	Visayas State University	61,679.00			
10/1/2015	12/31/2015	Chief Administrative Officer	Visayas State University	53,709.00			
10/1/2012	9/30/2015	Chief Administrative Officer	Visayas State University	53,125.00			
6/1/2012	9/30/2012	Chief Administrative Officer		52,547.00			
6/1/2011	5/31/2012	Chief Administrative Officer		46,537.00			
6/24/2010	5/31/2011	Chief Administrative Officer		40,526.00			
10/10/2009	6/23/2010	Chief Administrative Officer		34,516.00			
7/1/2009	9/30/2009	Chief Administrative Officer		33,853.00			
7/1/2008	6/30/2009	Chief Administrative Officer		27,812.00			
7/1/2007	6/30/2008	Chief Administrative Officer		25,284.00			
7/1/2007	6/30/2008	Chief Administrative Officer		25,284.00			
10/1/2006	6/30/2007	Chief Administrative Officer		22,985.00			
12/1/2004	9/30/2006	Chief Administrative Officer		22,423.00			
10/1/2003	11/30/2004	Administrative Officer V		22,423.00			
7/1/2001	9/30/2003	Administrative Officer V		21,877.00			
10/1/2000	6/30/2001	Administrative Officer V		20,835.00			
1/1/2000	9/30/2000	Administrative Officer V		20,327.00			
11/1/1997	12/31/1999	Administrative Officer V		18,479.00			
10/1/1997	10/31/1997	Administrative Officer V		16,137.00			
1/1/1997	9/30/1997	Administrative Officer V		15,861.00			
1/1/1996	12/31/1996	Administrative Officer V		13,718.00			
1/1/1995	12/31/1995	Administrative Officer V		11,835.00			
10/1/1994	12/31/1994	Administrative Officer V		10,835.00			
1/1/1994	9/30/1994	Clerk IV		3,607.00			
1/1/1990	12/31/1993	Clerk IV		2,807.00			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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# 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		
	VSU Credit Cooperative	6/10/2005	present		Accountant

(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			
	PASUC	May 6, 2019	May 11, 2019	32.00		Manila
	Seminar-Workshop on Procurement	3/4/19	3/8/19	32.0		Manila
	CSC HRMP Congress	2/28/2019	3/1/2019	16.0		Civil Service Commission Tacloban City
	Effective Public Relationship Management	7/24/2018	7/27/2018	32.0		POAP
	2018 Public Sector HR Symposium	7/18/2018	7/20/2018			Civil Service Commission
	PASUC Midterm Convention	6/26/2018	6/30/2018	32.0		PASUC Manila
	Accreditation Survey Visit	6/17/2018	6/22/2018	32.0		Bacolod City, Negros Occidental
	Prime HRM Conversation with Leaders	5/28/2018	5/31/2018	24.0		Cebu City
	Workshop in the Development of Competency Based Framework for SUC's	5/8/2018				Manila
	National Planning Workshop	3/19/2018	3/22/2018	32.0		Manila
	Forum on Common Cancer Affecting Men & Women	8/9/2012		4.0		VSU, VISCA, Baybay, Leyte
	3rd Eastern Visayas Regional Congress of Human Resource Management Practitioners	6/14/2012	6/15/2012	16.0		CSC R8 Palo, Leyte the Oriental Hotel, Baras Palo
	Orientation Workshop on NEW SALN	2/22/2012		8.0		Civil Service Commission Ormoc City
	Competency Based Training 1 for HRMP practitioner (CBT1-Comp 3)	8/1/2011	8/2/2011	16.0		Civil Service Commission Ormoc City
	2nd Eastern Visayas Regional Congress on Bills Aksyon Partners	9/9/2012	9/10/2012	16.0		CSC 8 & the Regional Eight Assoc. of Bills Aksyon Partners of Sabin Resort Hotel, Ormoc
	Training on RA 9184 and its Revised IRR	3/16/2010	3/17/2010	16.0		Government Procurement Board and the Department of Budget and Management Regional
	Management Training Seminar	8/24/2009	8/25/2009	16.0		CCE, VSU, Baybay City, Leyte
	Briefing & Orientation Seminar of New Instructors	7/18/2008	7/19/2008	16.0		VSU, Multi-media Development Center, Baybay City
	Orientation-Workshop on Performance Management System-Office Performance Management System (PMS-OPES) Part I	7/13/2009		8.0		CSC at Pongos Hotel, Ormoc City
	Performance Management System-Office Performance Evaluation System Orientation	6/23/2008		8.0		VSU & CSC 8, Palo, Leyte
	Orientation -Workshop on the New Statement of Assets, Liabilities and Networth	4/8/2008		8.0		CSC 8 Palo, Leyte on April 8, 2008
	Visioning and Leadership Development Seminar-Workshop	1/10/2008	1/12/2008	24.0		CCE, VSU, Baybay City, Leyte
	Instructional Leadership Training Workshop conducted by the Punzal & Associates	5/30/2007	5/31/2007	16.0		Punzal & Associates, FARM, VSU Baybay, Leyte

(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)
	mediation skills & writing		OUTSTANDING NON-ACADEMIC PERFORMANCE AWARD (supervisory leave)		President, Council of Personnel Officers of Western Leyte Inc.
			Plaque of Recognition given during the Anniversary celebration of the VSU Tolosa campus on September 11, 2009		Member, Board of Directors, Eastern Visayas Regional Council of Human Resource
					Government Assoc. Administrative Officers

(Continue on separate sheet if necessary)

SIGNATURE		DATE
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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: \_\_\_\_\_ on process

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

NAME	ADDRESS	TEL. NO.
BACUSMO, Jose L.	Visayas State University	335-2600
PASCUAL, Nerelito P.	Visayas State University	563-7191
TULIN, Edgardo E.	Visayas State University	563-7067

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.

CANO, LOURDES B.

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

Government Issued ID:	GSIS ID
ID/License/Passport No.:	000-6109-1228-7
Date/Place of Issuance:	

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 29 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR  
VSU LEGAL COUNSEL  
Person Administering Oath

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