

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 () ☐ 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	PATONONA		
FIRST NAME	REX	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MARANGUIT		
3. DATE OF BIRTH (mm/dd/yyyy)	08/05/1981	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 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"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village PANGASUGAN City/Municipality BAYBAY CITY Barangay LEYTE Province
7. HEIGHT (m)	1.65	ZIP CODE	6521
8. WEIGHT (kg)	65	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village PANGASUGAN City/Municipality BAYBAY CITY Barangay LEYTE Province
9. BLOOD TYPE	O	ZIP CODE	6521
10. GSIS ID NO.	NONE	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1212-0504-2687	20. MOBILE NO.	NONE ~
12. PHILHEALTH NO.	13-000103507-0	21. E-MAIL ADDRESS (if any)	NONE ~
13. SSS NO.	NONE		
14. TIN NO.	943-262-609		
15. AGENCY EMPLOYEE NO.	NONE		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	PATONONA			
FIRST NAME	CONSTANCIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RALLOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	MARANGUIT			
FIRST NAME	VERONICA			
MIDDLE NAME	ESPENOSA			

(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	PANGASUGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1987	1993		1993	NA
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	1994	1997		1997	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	LEYTE STATE UNIVERSITY	TERTIARY EDUCATION	1998	1999		1999	NA
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA


(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 2, 2024
-----------	---	------	-----------------

[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	January 2, 2024
-----------	---	------	-----------------

Full

January 2, 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		
NA		NA	NA	NA	NA

(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			
	ISO 9001:2015 AWARENESS/ REAWARENESS SEMINAR	8/30/2022	8/30/2022	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	KALALAKIHANG TAPAT SA RESPONSABILIDAD AT OBLIGASYON SA PAMILYA (KATROPA)	6/14/2022	6/14/2022	4.0	TECHNICAL	MARIBETH MANAGBANAG
	NATIONAL CERTIFICATE II IN ORGANIC AGRICULTURE PRODUCTION (NCII)	6/15/2021	7/23/2021	272 hours	TECHNICAL	TESDA/PHILIPPINES TVET
	GENDER SENSITIVITY TRAINING FOR ADMINISTRATIVE AND SUPPORT STAFF	09/11/2018	09/11/2018	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	RFID LIBRARY SYSTEMS START-UP TRAINING	03/05/2018	03/05/2018	4.0	TECHNICAL	VSU LIBRARY
	GENDER AND DEVELOPMENT REORIENTATION FOR FRONTLINERS	8/16/2016	8/16/2016	8.0	TECHNICAL	ISRDS

(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)
	BOOK BINDING		NA		NA
	CLEANING				
	FARMING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 2, 2024
-----------	---	------	-----------------

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?

☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court?

☐ 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)?

☐ YES ☒ NO

If YES, give details: _____

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: _____

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?

☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
ANDRELI D. PARDALES	BAYBAY CITY	09176745008
MARIA AGNES HERMANO	BAYBAY CITY	563 7096 09173784564
PAMELA PAGALAN	ORMOC CITY	09263680284

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: TIN ID

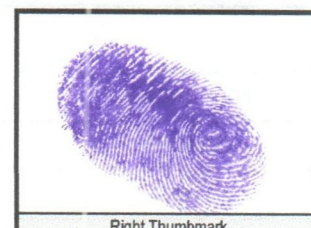
ID/License/Passport No.: 943-262-609

Date/Place of Issuance: 01/15/07, BAYBAY CITY, LEYTE

Signature (Sign inside the box)

01/2/2024

Date Accomplished



SUBSCRIBED AND SWORN to before me this 03 JAN 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN L. GUINOCOR
YSU Chief Legal Officer

Person Administering Oath

Legal Adviser

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: February 3, 2018 – December 31, 2023
- Position: JO Binder
- Name of Office/Unit: VSU Library
- Immediate Supervisor: Vicente A. Gilos
- Name of Agency/Organization and Location: Visayas State University

- Summary of Actual Duties

1. Repaired book/journals and bound theses/field practice, case studies and narrative reports of students, and other job request
 - a. Cut chip board for cover,
 - b. Pasted hard cover,
 - c. Trimmed and cutting of finished hard bound materials,
 - d. Sewed thesis manuscript, pasted fly leaf,
 - e. Cut green book cloth for cover
2. Cleaned the lawns, library building, surroundings and the comfort rooms.
3. Conducted annual inventory and shelved books on assigned areas.
4. Performed other functions assigned by the Chief Librarian.



REX M. PATONONA

(Signature over Printed Name
of Employee/Applicant)

Date: 01-22-24