

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	FERNANDEZ		
FIRST NAME	RICKY DANN		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	MODINA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/26/1992	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	PANGASUGAN, BAYBAY, 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"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.68 m	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
8. WEIGHT (kg)	65 kg		Subdivision/Village Barangay
9. BLOOD TYPE	O		BAYBAY LEYTE
10. GSIS ID NO.	02131-474802-8		City/Municipality Province
11. PAG-IBIG ID NO.	121209636154	ZIP CODE	6521
12. PHILHEALTH NO.	13-025442107-4		House/Block/Lot No. Street
13. SSS NO.	N/A		Subdivision/Village Barangay
14. TIN NO.	333-298-546		BAYBAY LEYTE
15. AGENCY EMPLOYEE NO.	V01236	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09983372625
		21. E-MAIL ADDRESS (if any)	danrickie2692@gmail.com


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	FERNANDEZ		N/A	N/A
FIRST NAME	NARCISO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GUCELA		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	MODINA		N/A	N/A
FIRST NAME	TERESITA		N/A	N/A
MIDDLE NAME	POSAS		(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	N/A	1998	2004	N/A	2004	1ST HON MENTION
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	N/A	2005	2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2008	2017	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	2017	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/15/2023
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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	RF. 7	DATE	06/15/23
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the Program	
2. Description of the Program	
3. Date Attended	
4. Location	
5. Duration	
6. Facilitator	
7. Topics Covered	
8. Key Takeaways	
9. Application to Current Role	
10. Additional Comments	

[illegible]




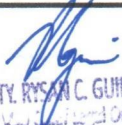
VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ANY ORGANIZATION (Write in full)
TECHNICAL SKILLS ( MICROSOFT)	N/A	N/A
INTERPERSONAL SKILLS	N/A	N/A

SIGNATURE		DATE	6/15/23
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6/15/23



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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: resignation _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ERLINDA S. ESGUERRA</td><td>ZONE 23, BAYBAY, LEYTE</td><td>9176341538</td></tr><tr><td>NILDA T. AMESTOSO</td><td>VISCA, BAYBAY, LEYTE</td><td>9258222964</td></tr><tr><td>DEXTER S. MAGAN</td><td>PANGASUGAN, BAYBAY, LEYTE</td><td>9053804045</td></tr></table>			NAME	ADDRESS	TEL. NO.	ERLINDA S. ESGUERRA	ZONE 23, BAYBAY, LEYTE	9176341538	NILDA T. AMESTOSO	VISCA, BAYBAY, LEYTE	9258222964	DEXTER S. MAGAN	PANGASUGAN, BAYBAY, LEYTE	9053804045
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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.		<div> PHOTO</div> <div> Right Thumbmark</div>												
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: TIN ID</div> <div>ID/License/Passport No.: 333-298-546</div> <div>Date/Place of Issuance: 09-15-17</div>	<div> Signature (Sign inside the box)</div> <div>6/15/23 Date Accomplished</div>													
SUBSCRIBED AND SWORN to before me this 24 JUL 2023, affiant exhibiting his/her validly issued government ID as indicated above.														
<div> ATTY. RYAN C. GUINOCOR Notary Public for the Philippines Person Administering Oath</div>														



## 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: September 24, 2018 – present
- Position: Administrative Aide I
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- Immediate Supervisor: Erlinda S. Esguerra
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties


- Responsible for preparing journal entries, vouchers for 101 Trust projects, control earmarks PR's, and appointments under 101 Trust projects, Obligate and liquidates vouchers, payrolls and PO's under 101 Trust projects and prepares quarterly, semi-annual, annual/terminal Financial Report on each projects.
- Pre Audit of Supplies and Materials

- Duration: July 4, 2017 – December 31, 2017
- Position: Administrative Aide I
- Name of Office/Unit: VSU-COA
- Immediate Supervisor: June Lilia R. Kirong
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in receiving documents from Visayas State University and other external campuses, sorting of all the documents received accordingly by funds, month and year, encode all the documents received and do other task assigned by the auditors.

  
RICKY DADO M. FERNANDEZ  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 6/15/2023