

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	GONZAGA		
FIRST NAME	EDILBERTO	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	LABIAN		
3. DATE OF BIRTH (mm/dd/yyyy)	02/09/1980	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	GUADALUPE, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	APT. 7 House/Block/Lot No. Street VSU Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	1.56	18. PERMANENT ADDRESS	
8. WEIGHT (kg)	60		
9. BLOOD TYPE	"A+"		
10. GSIS ID NO.	CRN-021-1324-1379-7		
11. PAG-IBIG ID NO.	1210-2135-3839	ZIP CODE	
12. PHILHEALTH NO.	13-050048508-7		
13. SSS NO.	N/A	19. TELEPHONE NO.	NONE
14. TIN NO.	932-301-399	20. MOBILE NO.	09685500352
15. AGENCY EMPLOYEE NO.	V00246	21. E-MAIL ADDRESS (if any)	edilberto.gonzaga@vsu.edu.ph

II. FAMILY BACKGROUND

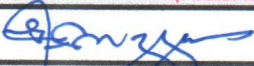
22. SPOUSE'S SURNAME	GONZAGA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DEBIE LOUELLA	JEMIMA ABIGAIL U. GONZAGA	11/14/2006
MIDDLE NAME	UY	ED GABRIEL U. GONZAGA	05/19/2013
OCCUPATION	SELF-EMPLOYED		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	GONZAGA		
FIRST NAME	EDILBERTO	SR	
MIDDLE NAME	TAPAR		
25. MOTHER'S MAIDEN NAME			
SURNAME	LABIAN		
FIRST NAME	ADELINA		
MIDDLE NAME	CASABA		

(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	GUADALUPE ELEM. SCHOOL	DIPLOMA	1987	1993	N/A	1993	Salutatorian
SECONDARY	VISCA LABORATORY HIGH SCHOOL	DIPLOMA	1993	1997	N/A	1997	Partial Sch.
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE STATE UNIVERSITY	B.S. STATISTICS	1997	2002	N/A	2002	None
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	M.ED. MATHEMATICS	2011	2014	N/A	2014	None
	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS	Ph.D. STATISTICS	2018	Present	47	N/A	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct. 3, 2022
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## IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct. 3, 2022
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

[illegible][illegible]










SIGNATURE		DATE	Oct. 3, 2022
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*(Continue on separate sheet)*

George

Oct. 3, 2022



<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MS. MAY ANN E. PALEN</td> <td>GUADALUPE, BAYBAY CITY, LEYTE</td> <td>09178524436</td> </tr> <tr> <td>DR. SHALOM GRACE C. SUGANO</td> <td>VSU, BAYBAY CITY, LEYTE</td> <td>09753403552</td> </tr> <tr> <td>DR. CHARIS B. LIMBO</td> <td>VSU, BAYBAY CITY, LEYTE</td> <td>09484105847</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MS. MAY ANN E. PALEN	GUADALUPE, BAYBAY CITY, LEYTE	09178524436	DR. SHALOM GRACE C. SUGANO	VSU, BAYBAY CITY, LEYTE	09753403552	DR. CHARIS B. LIMBO	VSU, BAYBAY CITY, LEYTE	09484105847
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>V00246</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td></td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>07/01/2010 / VSU</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:	V00246	ID/License/Passport No.:		Date/Place of Issuance:	07/01/2010 / VSU	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)         </td> </tr> <tr> <td style="text-align: center;"> <u>Oct. 3, 2022</u>            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box)	<u>Oct. 3, 2022</u> Date Accomplished
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<p>SUBSCRIBED AND SWORN to before me this <u>08 NOV 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: center;">             ATTY. RYSAN C. GUINOCOR            VSU Chief Legal Officer         </td> </tr> <tr> <td style="text-align: center;">           Person Administering Oath         </td> </tr> </table>		 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
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Person Administering Oath													



## 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: **Apr. 1, 2022 - Present**
- Position: **Instructor II**
- Name of Office/Unit: **Department of Statistics**
- Immediate Supervisor: **Dr. Ma. Theresa P. Loreto**
- Name of Agency/Organization and Location: **Visayas State University, Visca, Baybay City, Leyte**

- Summary of Actual Duties

1. Teaches assigned mathematics and statistics courses and performs other teaching related functions, among others, the following:
  - a. Prepares and revises teaching materials/guides and submit to Department Head.
  - b. Prepares and gives examinations (mid/final/long/quizzes).
  - c. Checks test papers and returns to students one week after examination.
  - d. Submits grade sheets within prescribed period to the Registrar through the department.
  - e. Turns over class records to College Dean within two weeks after final examination.
2. Makes myself available for consultation by my students during scheduled consultation hours.
3. Does research consultations and analyze students' research data.
4. Performs functions relative to committee memberships and other ad hoc assignments.
5. Performs other functions as assigned by the Department Head.

- Duration: **Jan. 1, 2019 – Mar. 31, 2022**
- Position: **Instructor II**
- Name of Office/Unit: **VSU Integrated High School**
- Immediate Supervisor: **Dr. Shalom Grace C. Sugano**
- Name of Agency/Organization and Location: **VSU, Visca, Baybay City, Leyte**

- Summary of Actual Duties

1. Responsible for instruction in VSU Integrated High School.
2. Develop instructional material.
3. Provide intervention when needed.
4. Conduct research and present the findings in national and international platforms.
5. Publish research findings.

- Duration: **Jan. 1, 2016 – Dec. 31, 2018**
- Position: **Instructor I**
- Name of Office/Unit: **VSU Laboratory High School**
- Immediate Supervisor: **Dr. Rosario P. Abela**
- Name of Agency/Organization and Location: **VSU, Visca, Baybay City, Leyte**

- Summary of Actual Duties

1. Responsible for instruction in VSU Laboratory High School.

2. Develop instructional material.
3. Provide intervention when needed.
4. Conduct research and present the findings in national and international platforms.
5. Publish research findings.

- Duration: **Jun. 16, 2010 – Dec. 31, 2015**
- Position: **Instructor I**
- Name of Office/Unit: **VSU Laboratory High School**
- Immediate Supervisor: **Dr. Rolando H. Arpilleda**
- Name of Agency/Organization and Location: **VSU, Visca, Baybay City, Leyte**

- Summary of Actual Duties

1. Responsible for instruction in VSU Laboratory High School.
2. Develop instructional material.
3. Provide intervention when needed.
4. Conduct research and present the findings in national and international platforms.
5. Publish research findings.

  
**EDILBERTO L. GONZAGA, JR.**  
(Signature over Printed Name  
of Employee/Applicant)

Date: October 3, 2022