

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	BATHAN			
FIRST NAME	NARCISO		NAME EXTENSION (JR., SR)	
MIDDLE NAME	CASTRO			
3. DATE OF BIRTH (mm/dd/yyyy)	07/09/1965	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:	
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	N/A	
7. HEIGHT (m)	5'6"	6521	House/Block/Lot No. Street	
8. WEIGHT (kg)	70 KL.		ZIP CODE	6521
9. BLOOD TYPE	A		18. PERMANENT ADDRESS	N/A
10. GSIS ID NO.	CMO0003878448		6521	House/Block/Lot No. Street
11. PAG-IBIG ID NO.	1700-0024-2558	ZIP CODE		6521
12. PHILHEALTH NO.	13000015617-6	19. TELEPHONE NO.		N/A
13. SSS NO.	N/A	20. MOBILE NO.		N/A
14. TIN NO.	116-623-225	21. E-MAIL ADDRESS (if any)		
15. AGENCY EMPLOYEE NO.	V000573			

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	BATHAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WELINDA	NAME EXTENSION (JR., SR)	HAZEL ANN	03/23/1992
MIDDLE NAME	TUYAN		MARIA NERESSA	10/2/1995
OCCUPATION	HOUSEWIFE		HADLEY	11/22/2000
EMPLOYER/BUSINESS NAME	N/A		HERA AUDRIELLE	10/11/2011
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BATHAN			
FIRST NAME	MARCELO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	AREOLA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CASTRO			
FIRST NAME	MARIA			
MIDDLE NAME	ANAJAO			

(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	BAYBAY NORTH CENTRAL SCHOOL	ELEMENTARY	1971	1977		1977	
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1977	1981		1981	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR SECRETARIAL COURSE	1981	1983		1983	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec 1 2020
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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
N/A					

(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 "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
10/16/1988	6/30/1989	Research Aide I	VISCA BAYBAY LEYTE	33.04 d		Casual	Yes
7/1/1989	1/1/1991	Science Aide	VISCA BAYBAY LEYTE	102.27 d		Contractual	Yes
4/1/1991	6/23/1997	Proof Reader I	VISCA BAYBAY LEYTE	282.32 d		Casual	Yes
6/24/1997	8/15/2000	Proof Reader I	VISCA BAYBAY LEYTE	4,782.25	SG-3	Casual	Yes
8/16/2000	6/30/2001	Proof Reader I	VISCA BAYBAY LEYTE	5,446.00	SG-3	Casual	Yes
7/1/2001	8/1/2002	Illustrator I	VISCA BAYBAY LEYTE	5,718.75	SG-3	Casual	Yes
8/2/2002	6/30/2007	Illustrator I	LEYTE STATE UNIVERISTY	6,039.00	SG-3	Casual	Yes
7/1/2007	6/30/2008	Illustrator I	LEYTE STATE UNIVERISTY	6,642.90	SG-3	Casual	Yes
7/01/2008	6/30/2009	Illustrator I	LEYTE STATE UNIVERISTY	7,307.00	SG-3	Casual	Yes
7/01/2009	12/31/2009	Illustrator I	VISAYAS STATE UNIVERSITY	8,080.00	SG-3	Casual	Yes
1/1/2010	6/23/2010	Administrative Aide III	VISAYAS STATE UNIVERSITY	8,080.00	SG-3	Casual	Yes
6/24/2010	6/30/2010	Administrative Aide III	VISAYAS STATE UNIVERSITY	8,854.00	SG-3	Casual	Yes
7/1/2010	12/31/2010	Administrative Aide III	VISAYAS STATE UNIVERSITY	7,307.08	SG-3	Casual	Yes
1/1/2011	6/30/2013	Administrative Aide III	VISAYAS STATE UNIVERSITY	8,854.00	SG-3	Casual	Yes
7/1/2013	12/31/2013	Administrative Aide III	VISAYAS STATE UNIVERSITY	9,628.00	SG-3	Casual	Yes
1/1/2014	12/31/2015	Administrative Aide III	VISAYAS STATE UNIVERSITY	10,400.00	SG-3	Casual	Yes
1/1/2016	12/31/2016	Administrative Aide III	VISAYAS STATE UNIVERSITY	10,882.96	SG-3	Casual	Yes
1/1/2017	12/31/2017	Administrative Aide III	VISAYAS STATE UNIVERSITY	11,387.00	SG-3	Casual	Yes
1/1/2018	12/31/2018	Administrative Aide III	VISAYAS STATE UNIVERSITY	11,913.88	SG-3	Casual	Yes
1/1/2019	12/31/2019	Administrative Aide III	VISAYAS STATE UNIVERSITY	12,466.00	SG-3	Casual	Yes
1/1/2020	Present	Administrative Aide III	VISAYAS STATE UNIVERSITY	13,019.00	SG-3	Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec 1, 2020
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]



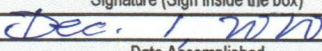

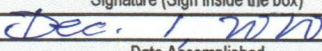


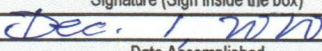



(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DRAWING	N/A	N/A
PAINTING		

(Continue on separate sheet if necessary)

SIGNATURE	<i>James Graham</i>	DATE	<i>Dec 7 2024</i>
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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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>RAMON ORIAS</td><td>VISAYAS STATE UNIVERSITY</td><td>563-7229</td></tr><tr><td>DANIEL TAN</td><td>VISAYAS STATE UNIVERSITY</td><td>563-7229</td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	RAMON ORIAS	VISAYAS STATE UNIVERSITY	563-7229	DANIEL TAN	VISAYAS STATE UNIVERSITY	563-7229			
NAME	ADDRESS	TEL. NO.												
RAMON ORIAS	VISAYAS STATE UNIVERSITY	563-7229												
DANIEL TAN	VISAYAS STATE UNIVERSITY	563-7229												
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>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO</div> <div> Right Thumbmark</div>												
<table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Government Service Insurance System</td></tr><tr><td>ID/License/Passport No.:</td><td>CM00003878448</td></tr><tr><td>Date/Place of Issuance:</td><td>JUNE 28, 2012 / MAASIN CITY</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:	Government Service Insurance System	ID/License/Passport No.:	CM00003878448	Date/Place of Issuance:	JUNE 28, 2012 / MAASIN CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)		Date Accomplished	<div> Right Thumbmark</div>
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Signature (Sign inside the box)														
														
Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<table><tr><td> ATTY. RYSAN C. GURNOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			 ATTY. RYSAN C. GURNOCOR 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.

Administrative Aide

- Duration: October 10, 1988 – present
- Position: Administrative aide III
- Name of Office/Unit: PhilRootcrops
- Immediate Supervisor: Erlinda A. Vasquez
- Name of Agency/Organization and Location: PhilRootcrops, VSU, VisCA, Baybay City, Leyte

- Summary of Actual Duties
 - Lettering of Rootcrop Poster
 - Backdrop layout, cutting of letters/lettering
 - Painting job 14x18 size, 30x40 size
 - Lettering of streamers

NARCISO C. BATHAN

Employee

Date: December 4, 2020