

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	GUINOCOR		
FIRST NAME	RYSAN		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	CAYUNDA		
3. DATE OF BIRTH (mm/dd/yyyy)	6/21/1981	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	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 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. 89 Kilbourne St. VSU Barangay Baybay City Leyte ZIP CODE 6521
7. HEIGHT (m)	1.9 m	18. PERMANENT ADDRESS	Apt. 89 Kilbourne St. VSU Barangay Baybay City Leyte ZIP CODE 6521
8. WEIGHT (kg)	100 kg		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	2004192118		
11. PAG-IBIG ID NO.	913-213113150		
12. PHILHEALTH NO.	1302-251-097-349		
13. SSS NO.	0622887834	19. TELEPHONE NO.	N/A
14. TIN NO.	226-104-421	20. MOBILE NO.	09173126266
15. AGENCY EMPLOYEE NO.	V00730	21. E-MAIL ADDRESS (if any)	rysanguinocor@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GUINOCOR		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MERRY CHRIST'L	NAME EXTENSION (JR., SR) N/A	ZEKE RYGAN S. GUINOCOR	9/22/2012
MIDDLE NAME	SUPNET		ZIAH RIONA S. GUINOCOR	12/21/2014
OCCUPATION	PHYSICIAN			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Vsu, Baybay City, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GUINOCOR			
FIRST NAME	HENRY	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	SARNO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAYUNDA			
FIRST NAME	GLORIOSA			
MIDDLE NAME	MUERTIGUE		(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	Visca Foundation Elementary School	Primary Education	6/1/1988	3/1/1994	graduated	1994	3rd Honorable Mention
SECONDARY	Visca Laboratory High School	High School	6/1/1994	3/1/1998	graduated	1998	1st Honorable mention
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VELEZ COLLEGE	BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY	6/1/1998	3/1/2002	graduated	2002	
	UNIVERSITY OF SAN CARLOS	BACHELOR OF LAW	6/1/2005	3/1/2009	graduated	2009	
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	Masters of Arts IN PUBLIC MANAGEMENT AND DEVELOPMENT	6/1/2015	Oct. 2016	21 units		

(Continue on separate sheet if necessary)


SIGNATURE		DATE	Jan. 20, 2022
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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
	<b>Board Exam for Medical Technology</b>		<b>Sep-02</b>	<b>Cebu City, Cebu</b>		
	<b>Bar Exam</b>		<b>Sep-09</b>	<b>Dela Salle , Manila</b>		

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)					
SIGNATURE		DATE	Jan. 20, 2022		



# 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		
	OCCIDENTAL LEYTE BAR ASSOCIATION (ORMOC CITY)	May-10	Present		Member

(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			
	Operational Planning Workshop and Reframing Strategic Plan	12/15/2021	12/15/2021	4hours	Technical	Visayas State University
	University IGP and STF Annual Review 2020 & 2021	12/7/2021	12/10/2021	32hours	Managerial	Visayas State University
	Final Briefing for the 3rd Remote/Virtual Internal Quality Audit Preparations	9/24/2021	9/24/2021	2hours	Technical	Visayas State University
	Briefing on Remote Internal Quality Audit and Navigation of QMS Portal	9/17/2021	9/17/2021	2hours	Technical	Visayas State University
	ISO 9001:2015 Awareness and re-awareness webinar	09/10/2021	09/10/2021	3hours	Technical	Visayas State University
	121st Philippine Civil Service Anniversary-Committee Meeting	09/01/2021	09/01/2021	2hours	Supervisory	Visayas State University
	ISO-QMS 4th Management Review	08/13/2021	08/13/2021	5hours	Technical	Visayas State University
	Virtual Awareness Seminar on RA No.11032	07/22/2021	07/22/2021	3hours	Technical	Visayas State University-Legal Office
	Launching of the Local Governance Resource Center DILG	07/14/2021	07/14/2021	1hour	Technical	Department of the Interior and Local Government
	Basic Occupational Safety & Health Training (BOSH)	06/07/2021	06/11/2021	24hours	Supervisory	Occupational Safety and Health Center-Department of Labor and Employment (OSHC-DOLE)
	Virtual Public Dialogue on FOI MC No. 5, s. 2020,	1/22/2021	1/22/2021	2 hours	Supervisory	Presidential Communications Operations Office (PCOO)
	ISO-QMS Management Review 2020	1/15/2021	1/15/2021	8 hours	Managerial	Visayas State University
	Operational Planning and Reframing of Strategic Plan Workshop	1/9/2021	1/9/2021	4 hours	Supervisory	Visayas State University
	Year-End Performance Assessment 2020	12/22/2020	12/22/2020	8 hours	Supervisory	Visayas State University
	Monitoring of Accomplishments, Operational Planning Workshop and Reframing of the Strategic Plan	12/16/2020	12/18/2020	24 hours	Supervisory	Visayas State University
	Public Sector Productivity Webinar Series	11/23/2020	11/25/2020	9 hours	Managerial	Center of Excellence on Public Sector Productivity
	Document Tracking System	11/13/2020	11/13/2020	3 hours	Technical	Visayas State University
	Online Training on Remote Auditing	11/5/2020	11/6/2021	16 hours	Technical	Visayas State University
	TUV Training Data Privacy and Protection	10/13/2020	10/26/202	40 hours	Supervisory	National Privacy Commission
	Orientation of the Newly Hired Faculty	1/31/2020	1/31/2020	4 hours	Managerial	Visayas State University
	FOI Compliance and Workshop for SUCs	11/11/2019	11/13/2019	16 hours	Managerial	Cagayan de Oro City
	Orientation-Workshop On Program Expenditure Classification (PREXC) Indicators and Supporting Data Forms for The Performance-Based Bonus of State Universities and Colleges (SUC-PBB)	10/23/2019	10/15/2019	16 hours	Managerial	Bacolod City
	Manpower Review	9/24/2019	9/25/2019	16 hours	Technical	Visayas State University
	Revised Rules on Administrative Cases in the Civil Service	8/22/2019	8/23/2019	16 hours	Technical	Tacloban City
	Awareness Seminar on R.A. 11032	8/20/2019	8/20/2019	2 hours	Technical	Visayas State University
	Orientation/ Seminar on Newly- Hired Faculty	8/8/2019	8/9/2019	16 hours	Technical	Visayas State University
	ISO Eco Seminar	7/29/2019	7/29/2019	4 hours	Managerial	Visayas State University
	Risk Management and Assessment	7/30/2019	7/30/2019	8 hours	Technical	Visayas State University
	Moving Towards AmBisyon Natin 2040: People Centered, Clean Efficient & Effective Governance	7/24/2019	7/26/2019	24 hours	Technical	Civil Service Commission
	Training of Trainers on the Electronic Freedom of Information (EFOI) Portal for Focal Persons	6/27/2019	6/28/2019	16 hours	Managerial	Commission on Higher Education
	Anti- Violence against Woman and their Children Act/ R.A. 9262	4/6/2019	4/6/2019	2 hours	Supervisory	Resource Person (Atty. Rysan C. Guinocor)
	Orientation-Workshop on BAC Duties	4/26/2019	4/26/2019	4 hours	Technical	Visayas State University
	Seminar on the Revised Implementing Rules & Regulations (IRR) of the R.A. 9184	3/20/2019	4/20/2019	8 hours	Managerial	Resource Person (Atty. Rysan C. Guinocor)
	Seminar-Workshop on Procurement: Rationalizing the Process & Impact on SUC Administration	3/4/2019	3/8/2019	40 hours	Managerial	Philippine Association of State Universities and Colleges
	2019 Regional Congress of Human Resource Management Practitioners (HRMP)	2/28/2019	3/1/2019	16 hours	Managerial	Civil Service Commission VIII
	Anti- Violence against Woman and their Children Act/ R.A. 9262	4/16/2019	4/16/2019	2 hours	Supervisory	Resource Person (Atty. Rysan C. Guinocor)
	2nd Orientation Workshop for Jos	1/28/2019	1/28/2019	8 hours	Managerial	Visayas State University
	Regional Orientation Workshop on the Online Asset Inventory	9/12/2018	9/12/2018	4 hours	Managerial	Commission on Higher Education
	Public Resource HR Symposium	7/18/2018	7/20/2018	24hours	Managerial	Civil Service Commission
	Gender Sensitivity Trainer's Training for the Academe	7/9/2018	7/10/2018	16hours	Technical	Visayas State University
	Orientation on the Omnibus Rules on Appointments and other Human Resource Actions	11/20/2017	11/21/2017	16 hours	Managerial	Leyte Academic Center
	Mandatory Continuing Learning Education (MCLE)	9/21/2017	9/22/2017	16 hours	Managerial	Integrated Bar of the Philippines
	Mandatory Continuing Learning Education (MCLE)	9/15/2017	9/16/2017	16 hours	Managerial	Integrated Bar of the Philippines
	Records Management Training	7/6/2017	7/7/2017	16 hours	Managerial	Visayas State University
	Beyond Politics and Spectacle Studies on Crime and Punishment	3/15/2017	3/16/2017	16 hours	Learning	Philippine Science Society Council
	Orientation on Newly-Hired Regular and Part-time Faculty Members	3/9/2017	3/10/2017	16 hours	Supervisory	Resource Person (Atty. Rysan C. Guinocor)
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16 hours	Managerial	Visayas State University
	Seminar on HIV in the Workplace	12/9/2016	12/9/2016	8 hours	Managerial	Resource Person (Atty. Rysan C. Guinocor)
	Radio Forum on Water Conservation and Management	11/29/2016	11/29/2016	4 hours	Technical	Resource Person (Atty. Rysan C. Guinocor)
	Intellectual Freedom and Intellectual Property Rights	11/28/2016	11/28/2016	3 hours	Managerial	Resource Person (Atty. Rysan C. Guinocor)
	Training on How to Handle Sexual Harassment Cases in the Academe	11/28/2016	11/28/2016	4 hours	Managerial	Institute for Strategic Research and Development Studies
	Academian Freedom of the Faculty and Anti-Red Tape Act at VSU Isabel Campus	9/28/2016	9/28/2016	8 hours	Technical	Resource Person (Atty. Rysan C. Guinocor)
	Procurement Planning Workshop	9/13/2016	9/13/2016	8 hours	Technical	Supply, Procurement and Property Management Office

(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)
	COMPUTER LITERATE				Integrated Bar of the Philippines
	BASKETBALL				Ocidental Leyte Bar Association

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	Jan. 20, 2022



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>Dr. Lourdes B. Cano</td><td>Brgy. San Isidro, Baybay City, Leyte</td><td>9176341502</td></tr><tr><td>Prof. Jesusito Lim</td><td>VSU, Baybay City, Leyte</td><td>335-2684</td></tr><tr><td>Dr. Ma. Juliet Ceniza</td><td>VSU, Baybay City, Leyte</td><td>335-2715</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Lourdes B. Cano	Brgy. San Isidro, Baybay City, Leyte	9176341502	Prof. Jesusito Lim	VSU, Baybay City, Leyte	335-2684	Dr. Ma. Juliet Ceniza	VSU, Baybay City, Leyte	335-2715
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Dr. Ma. Juliet Ceniza	VSU, Baybay City, Leyte	335-2715											
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.													
<table><tr><td>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: VSU ID</td></tr><tr><td>ID/License/Passport No.: V000730</td></tr><tr><td>Date/Place of Issuance: VSU, Baybay City, Leyte</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: VSU ID	ID/License/Passport No.: V000730	Date/Place of Issuance: VSU, Baybay City, Leyte	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>1-20-2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	1-20-2022	Date Accomplished				
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	<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		Right Thumbmark										
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>25 JAN 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>EDGARDO E. TULIN</td></tr><tr><td>Person Administering Oath</td></tr></table>			EDGARDO E. TULIN	Person Administering Oath									
													
EDGARDO E. TULIN													
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.

Sample: If applying to Supervising Administrative Officer

- Duration: January 16, 2012– present
- Position: Attorney IV
- Name of Office/Unit: Office of the Chief Legal Officer
- Immediate Supervisor: Daniel Leslie S. Tan
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepares legal opinions/rulings/comments referred by the Office of the President and other key officials
  - Extends legal counselling/consultancy services to faculty, staff and student
  - Prepares reports/resolution/recommendation of cases within 30 days from the case is submitted for resolution
  - Prosecutes anti-sexual harassment cases
  - Prepares/reviews/notarizes MOAs, contracts and other legal documents within 2 days from receipt
  - Conducts lectures/seminars/orientation to Faculty, Staff and students including VSU external campuses
  - Implementation of Data Privacy Act of VSU
  - VSU Privacy Manual
  - VSU Privacy Notice
- Summary of Actual Duties
  - Conduct investigation involving discipline of faculty and staff and against illegal actions against the university by private individuals or organizations, review and notarize contracts, memo of agreement and other legal documents executed and necessary in the implementation of its programs and for the normal operation of the university. Prepare pleadings and other documents necessary relative to pending cases whether civil, criminal or administrative where the university or its faculty and staff in their official capacity are partly litigants.

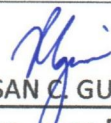
- Duration: March 1, 2021– present
- Position: OIC Director, ODAS
- Name of Office/Unit: Office of the Director for Administrative Services
- Immediate Supervisor: Daniel Leslie S. Tan
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte



- List of Accomplishments and Contributions (if any)
  - Review legality of documents and signs if already in order
  - Provides directions and supervision of units under the office and directly supervises subordinates
  - Strengthens the linkages and smooth working relationship with important government agencies
  - Performs functions, attends or sends representatives meetings of the Committees and prepares proposals as required for deliberation
  - Initiates and introduces innovation to improve operations and quality of service to clients
- Summary of Actual Duties
  - Provide leadership and management of units and personnel in providing efficient and effective administrative support relating to legal assistance, information, records, delivery and receipt of correspondence, supplies, equipment, inventory management procurement, collections, disbursement, security and custodial work.
  - Study and review existing administration systems, processes and procedures and introduce innovation for improvement.

- Duration: March 1, 2021– present
- Position: OIC Head for General Services
- Name of Office/Unit: Office of the Head for General Services
- Immediate Supervisor: Daniel Leslie S. Tan
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
  - Entertains faculty abd staff needing assistance or services of the office
  - Prepares quality procedure of the office
  - Provides directions and supervision to all units under the office and directly supervises subordinates
- Summary of Actual Duties
  - Conduct investigation involving discipline of faculty and staff and against illegal actions against the university by private individuals or organizations, review and notarize contracts, memo of agreement and other legal documents executed and necessary in the implementation of its programs and for the normal operation of the university. Prepare pleadings and other documents necessary relative to pending cases whether civil, criminal or administrative where the university or its faculty and staff in their official capacity are partly litigants.

  
RYSAN C. GUINOCOR  
(Signature over Printed Name  
of Employee/Applicant)

Date: 01/25/2022