

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	DURAN		
FIRST NAME	GILDA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DELECTOR		
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1955	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	PALO, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	IH Bldg. House/Block/Lot No. Street VSU, Visca Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.65 mtrs.	ZIP CODE	6521-A
8. WEIGHT (kg)	65 kgs.		
9. BLOOD TYPE	"B"	18. PERMANENT ADDRESS	Montejo Extension House/Block/Lot No. Street Arado Subdivision/Village Barangay Palo LEYTE City/Municipality Province
10. GSIS ID NO.	55112702864	ZIP CODE	6501
11. PAG-IBIG ID NO.	1700-0024-8252		
12. PHILHEALTH NO.	13-000015035-6		
13. SSS NO.	NONE	19. TELEPHONE NO.	NONE
14. TIN NO.	116-624-120	20. MOBILE NO.	0975-137-4742
15. AGENCY EMPLOYEE NO.	V000101	21. E-MAIL ADDRESS (if any)	gildaduran@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DURAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PLUTARCO	NAME EXTENSION (JR., SR)	NICOLE ANN MARIE D. DURAN	10/1/1990
MIDDLE NAME	CAIMAN			
OCCUPATION	LABORER			
EMPLOYER/BUSINESS NAME	VSU			
BUSINESS ADDRESS	Visca, Baybay City, Leyte			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	DELECTOR			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DUMAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	MURILLO			
FIRST NAME	BENIGNA			
MIDDLE NAME	MILITANTE			

(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	PALO CENTRAL SCHOOL	PRIMARY EDUCATION	1962	1968		1968	NONE
SECONDARY	ST. MARY'S OF PALO	HIGH SCHOOL	1968	1972		1972	NONE
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	HOLY INFANT COLLEGE	DIPLOMA IN SECRETARIAL SCIENCE	1975	1977		1977	NONE
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE SUB-PROF	79.4	12/7/1980	TACLOBAN CITY		
CAREER SERVICE PROFESSIONAL	75.2	8/3/1986	CEBU CITY		

(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)	DEPARTMENT/AGENCY OFFICE/COMPANY ((Write in full))	MONTHLY SALARY	SALARY GRADE & STEP INCREMENT (Format *00-0*)	STATUS OF APPOINT- MENT	GOVT SERVICE (Yes/No)
From	To						
2/12/2017	PRESENT	Administrative Aide IV	VISAYAS STATE UNIVERSITY	148,452.00	04-3	Permanent	Yes
1/1/2017	1/31/2017	Administrative Aide IV	VISAYAS STATE UNIVERSITY	147,144.00	4	Permanent	Yes
1/1/2016	12/31/2016	Administrative Aide IV	VISAYAS STATE UNIVERSITY	141,204.00	4	Permanent	Yes
2/1/2014	12/31/2015	Administrative Aide IV	VISAYAS STATE UNIVERSITY	135,504.00	4	Permanent	Yes
6/1/2012	1/31/2014	Administrative Aide IV	VISAYAS STATE UNIVERSITY	124,296.00	4	Permanent	Yes
2/1/2011	5/31/2011	Administrative Aide IV	VISAYAS STATE UNIVERSITY	114,432.00	4	Permanent	Yes
10/1/2010	1/31/2011	Administrative Aide III	VISAYAS STATE UNIVERSITY	113,318.00	3	Permanent	Yes
6/24/2010	9/30/2010	Administrative Aide III	VISAYAS STATE UNIVERSITY	111,504.00	3	Permanent	Yes
7/1/2009	6/23/2010	Administrative Aide III	VISAYAS STATE UNIVERSITY	102,960.00	3	Permanent	Yes
7/1/2008	9/30/2009	Administrative Aide III	VISAYAS STATE UNIVERSITY	94,416.00	3	Permanent	Yes
10/1/2007	6/30/2008	Administrative Aide III	VISAYAS STATE UNIVERSITY	85,836.00	3	Permanent	Yes
7/1/2007	9/30/2007	Administrative Aide III	VISAYAS STATE UNIVERSITY	83,724.00	3	Permanent	Yes
12/1/2004	6/30/2007	Administrative Aide III	LEYTE STATE UNIVERSITY	76,116.00	3	Permanent	Yes
10/1/2004	11/30/2004	Clerk I	LEYTE STATE UNIVERSITY	76,116.00	3	Permanent	Yes
1/1/2001	9/30/2004	Clerk I	LEYTE SYATE UNIVERSITY	74,268.00	3	Permanent	Yes
7/1/2001	9/30/2001	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	72,468.00	3	Permanent	Yes
1/1/2000	6/30/2001	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	69,012.00	3	Permanent	Yes
10/1/1998	12/31/1999	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	62,736.00	3	Permanent	Yes
1/1/1997	9/30/1998	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	237.64		Casual	Yes
1/1/1996	12/31/1996	Clerk I	VIASAYAS STATE COLLEGE OF AGRICULTURE	225.27		Casual	Yes
1/1/1995	12/31/1995	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	179.82		Casual	Yes
1/1/1994	12/31/1994	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	134.38		Casual	Yes
1/1/1993	12/31/1993	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00		Casual	Yes
1/1/1992	12/31/1992	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00		Casual	Yes
1/1/1991	12/31/1991	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00		Casual	Yes
7/1/1989	12/32/1990	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00		Casual	Yes
12/14/1987	6/30/1989	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	34.50		Casual	Yes
8/16/2982	6/30/1986	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	16.00		Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE


DATE
Nov. 29, 2018

[illegible]


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

	INCLUDE DATES OF			
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[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. ASSOCIATION/ORGANIZATION (Write in full)
Computer Use	Theta Sigma Omega Fraternity/Sorority, Adviser for more than 10 years	Visayas State University Personnel
Reading	Loyalty Award Silver, CSC	Association (VPA)
	Loyalty Award Gold, CSC	Visayas State University Administrative
		Personnel Association (AdPA)

SIGNATURE		DATE	Nov. 29, 2018
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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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

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)?

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

☐ YES☒ NO

If YES, give details:

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?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
DR. ROSARIO A SALAS	DOH, VSU, Visca, BAYBAY, CITY	09088732033
DR. ARSENO D. RAMOS	DOH, VSU, Visca, BAYBAY, CITY	09216107856
MS. MARCIANA N. NATULLA	Brgy. Buri, Palo, Leyte	

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: VSU ID

ID/License/Passport No.: v00187

Date/Place of Issuance: Baybay City

Signature (Sign inside the box)

nov - 27, 2018

Date Accomplished

SUBSCRIBED AND SWORN to before me this FEB 12 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

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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: August 16, 1982 – January 31, 2019
- Position: Administrative Aide IV
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Rosario A. Salas
- Name of Agency/Organization and Location: VSU, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Support services to teaching, research, extension and production works of the faculty and staff of the Department of Horticulture such as encoding lecture guides and laboratory manuals, grade sheets, test questions, reimbursements, act as proctors in examinations, administer teaching performance evaluation by students, make appointments, payrolls of JO workers, faculty workloads, vouchers, trip tickets, travel reimbursements, etc.


GILDA D. DURAN

(Signature over Printed Name
of Employee/Applicant)

Date: February 1, 2019

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

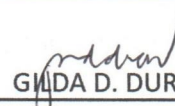
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