

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 box ☐ 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	Colis		
FIRST NAME	Honey Sofia	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Colis		
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1967	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, 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	House/Block/Lot No. Street Zone 6 Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.59m	ZIP CODE	6521
8. WEIGHT (kg)	64kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street 545-B 30 De Diciembre St. Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
10. GSIS ID NO.	67042501830	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0027-2567		
12. PHILHEALTH NO.	GHVC042567		
13. SSS NO.	06-2051764-3	19. TELEPHONE NO.	NA
14. TIN NO.	116-627-557	20. MOBILE NO.	09176341490
15. AGENCY EMPLOYEE NO.	V50159	21. E-MAIL ADDRESS (if any)	honey.colis@vsu.edu.ph; honey_colis@yahoo.com

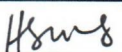
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Colis		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jesus Clyde	NAME EXTENSION (JR., SR)	Krishna Andrea V. Colis	11/30/1994
MIDDLE NAME	Flandez		Kanzi Andre V. Colis	01/30/2004
OCCUPATION	Cooperative Development Specialist			
EMPLOYER/BUSINESS NAME	Cooperative Development Authority			
BUSINESS ADDRESS	Tacloban City			
TELEPHONE NO.	09155259595			
24. FATHER'S SURNAME	Vega			
FIRST NAME	Teofilo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Poliquit			
25. MOTHER'S MAIDEN NAME				
SURNAME	Israel			
FIRST NAME	Sofia			
MIDDLE NAME	Derecho			
(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	Franciscan College of the Immaculate Conception		1973	1979		1979	2nd Honorable
SECONDARY	Franciscan College of the Immaculate Conception		1979	1983		1983	3rd Honorable
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State College of Agriculture (now VSU)	BS Agriculture (Plant Protection)	1983	1987		1987	College Honors
GRADUATE STUDIES	Leyte Normal University University of San Jose Recoletos	Master in Management Doctor in Management-HRM	Nov. 2007 Feb. 2016	Mar. 2010 present	36 units	2010	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct. 25, 2019
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		

(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)

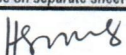
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	2019 Public Sector HR Symposium	07/24/2019	07/26/2019	24	Supervisory	Civil Service Commission
	2019 Visayas-wide HRM Practitioners' Convergence	1/4/2019	3/4/2019	24	Supervisory	Civil Service Commission
	2019 Regional Congress of HRM Practitioners	02/28/2019	1/3/2019	16	Supervisory	Civil Service Commission
	2018 Eastern Visayas HRM Practitioners Excellence Summit	10/24/2018	10/25/2018	16	Supervisory	Civil Service Commission
	Coaching for High Performance Training	02/22/2018	02/23/2018	16	Supervisory	VSU
	1st Training/Orientation on the 2017 Omnibus Rules on Appointments and Other HR Actions	11/20/2017	11/21/2017	16	Supervisory	Civil Service Commission
	Exchange Program of Erasmus Mundus as Doctoral Student at Masaryk University, Czech Republic	10/25/2016	07/15/2017	9 months	Supervisory	European Commission - Erasmus Mundus AREAS Project
	Supervisory Development Course Tract 1	07/09/2014	07/11/2014	24	Supervisory	Civil Service Commission & VSU
	Administrative Staff Training at Masaryk University, Czech Republic	04/22/2012	05/21/2012	1 month	Supervisory	European Commission - Erasmus Mundus EXPERTS Project
	Training on Personality and Professional Development for Personal Assistants and Executive Assistants	3/22/2010	3/23/2010	16	Technical	Confederation of Scientific and Professional Organizations and DOST-7
	Seminar on Personnel Management with the Theme: "People make a difference"	4/19/2008	4/19/2008	8	Supervisory	Civil Service Commission, Dept. of Education, Dept. of Budget and Management, Dept. of
	Design and Content Development of Effective Multimedia Presentation	11/27/2006	11/29/2007	24	Technical	Department of Science & Technology - Reg. VII
	Int'l. Seminar on Strategic Management and Management of Products, Brands and Innovation based on International Landscape	10/17/2005	10/18/2005	16	Technical	BSH Bosch and Siemens Hausgeräte GmbH & Leyte State University
	Int'l. Tropical Ecology Symposium on Sustainable Management of Tropical Ecosystems	4/11/2003	4/12/2003	16	Technical	Leyte State University, University of Hohenheim & Martin Luther University
	URI-CRC-LSU_PCAMRD Workshop on Institutional Frameworks for CB-CRM and Marine Conservation in Eastern Visayas Region	3/14/2002	3/15/2002	16	Technical	Coastal Resource Center, Leyte State University, PCAMRD-DOST
	Training on Tourist Reception and Guiding Techniques	8/22/2001	8/23/2001	16	Technical	Department of Tourism
	Mabuhay Host Training Seminar	8/24/2001	8/25/2001	16	Technical	Department of Tourism
	Management of Records & files for Secretaries	1/4/2001	1/6/2001	24	Technical	Human Technology Dev. Center
	International Seminar and Workshop on Tropical Ecology	8/22/1999	9/5/1999	14 days	Technical	Visayas State College of Agriculture, German Technical Cooperation, University of Hohenheim & Universitas Kristen Satya Wacana



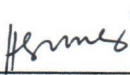
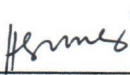
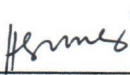
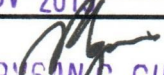
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VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Good command in planning & organizing job.			VSU Adm. Personnel Asso.
	Proficient in supervisory, leadership & decision-making skill.			
	Ability to format and manipulate reports, data, spreadsheets and graphics packages (i.e. MS Office) and Statistical packages (i.e. SPSS)			
	Excellent in team work and interpersonal relation.			
	Plays lawn and table tennis, badminton and do fitness yoga.			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct. 25, 2019
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in 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</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>														
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	<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>Paciencia P. Milan</td><td>Brgy. Guadalupe, Baybay, Leyte</td><td>09081488045</td></tr><tr><td>Jose L. Bacusmo</td><td>VSU, Visca, Baybay, Leyte</td><td>09173108076</td></tr><tr><td>Manuel K. Palomar</td><td>Brgy. San Agustin, Baybay, Leyte</td><td>9161573478</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Paciencia P. Milan	Brgy. Guadalupe, Baybay, Leyte	09081488045	Jose L. Bacusmo	VSU, Visca, Baybay, Leyte	09173108076	Manuel K. Palomar	Brgy. San Agustin, Baybay, Leyte	9161573478	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 150px;"> PHOTO</div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 150px;"> Right Thumbmark</div>	
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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>															
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<p>SUBSCRIBED AND SWORN to before me this <u>19 NOV 2019</u>, affiant exhibiting his/her validly issued government ID as indicated above</p> <div style="text-align: center; margin-top: 10px;"><div style="border: 1px solid black; padding: 5px; display: inline-block;"> ATTY. RYSAN D. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</div></div>															