

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	LORETO		
FIRST NAME	EPIFANIA		NAME EXTENSION (JR., SR) NONE
MIDDLE NAME	GARCIA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/6/1960	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" 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	Philippines
7. HEIGHT (m)	1.48	ZIP CODE	Apt. 89 Kilbourne St.
8. WEIGHT (kg)	60.8		House/Block/Lot No. Street
9. BLOOD TYPE	O		Visca
10. GSIS ID NO.	2001717003		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	080107374209		Baybay City Leyte
12. PHILHEALTH NO.	130000153665	City/Municipality Province	6521
13. SSS NO.	036831506-8	18. PERMANENT ADDRESS	Apt. 89 Kilbourne St.
14. TIN NO.	104-768-714	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V000301		Visca
			Subdivision/Village Barangay
			Baybay City Leyte
			City/Municipality Province
		6521	
		19. TELEPHONE NO.	053 563 1227
		20. MOBILE NO.	09952167888
		21. E-MAIL ADDRESS (if any)	epifania.loreto@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LORETO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MANOLO	JR.	REYMAN ALISTAIR G. LORETO	1/12/1987
MIDDLE NAME	BACUSMO		MERIAN ABIGAIL G. LORETO	12/4/1988
OCCUPATION	Government Employee		RAFFY ANDREW G. LORETO	11/12/1990
EMPLOYER/BUSINESS NAME	Visayas State University		MARI ALYSSA G. LORETO	12/16/1998
BUSINESS ADDRESS	Visca, Baybay City , Leyte			
TELEPHONE NO.	none			
24. FATHER'S SURNAME	GARCIA			
FIRST NAME	SISENANDO	NAME EXTENSION (JR., SR) JR.		
MIDDLE NAME	STA. ANA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BUENAVENTURA			
FIRST NAME	EMILIA			
MIDDLE NAME	PAGLINAWAN			

(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	LUCENA WEST I ELEMENTARY SCHOOL	PRIMARY EDUCATION	1966	1972		1972	
SECONDARY	QUEZON NATIONAL HIGH SCHOOL	HIGH SCHOOL	1972	1976		1976	
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A		N/A	
COLLEGE	MANUEL S. ENVERGA UNIVERSITY FOUNDATION	BS IN CIVIL ENGINEERING	1976	1981		1981	
GRADUATE STUDIES	ASIAN INSTITUTE OF TECHNOLOGY	MASTER IN ENGINEERING	1982	1984		1984	Japan Government

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov - 18, 2019
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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
CIVIL ENGINEERING BOARD EXAM	74.25%	Nov. 29-30, 1981	Manila	26638	1/16/2020

(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	GOV'T SERVICE (Y/ N)
From	To						
01/1/2016	Present	Assoc. Professor IV	Visayas State University	48,625.00	SG-22-3	permanent	yes
01/01/2015	12/31/2015	Assoc. Professor IV	Visayas State University	42,652.00		permanent	yes
10/28/2014	12/31/2014	Assoc. Professor II	Visayas State University	36,970.00		permanent	yes
6/1/2012	10/27/2014	Assoc. Professor II	Visayas State University	36,567.00		permanent	yes
10/28/2011	5/31/2012	Assoc. Professor II	Visayas State University	32,810.00		permanent	yes
6/1/2011	10/27/2011	Assoc. Professor II	Visayas State University	30,474.00		permanent	yes
6/24/2010	5/31/2011	Assoc. Professor II	Visayas State University	27,088.00		permanent	yes
10/1/2009	6/23/2010	Assoc. Professor II	Visayas State University	23,703.00		permanent	yes
7/1/2009	9/30/2009	Asst. Professor IV	Visayas State University	23,581.00		permanent	yes
7/1/2008	6/30/2009	Asst. Professor IV	Visayas State University	20,642.00		permanent	yes
7/1/2007	6/30/2008	Asst. Professor IV	Visayas State University	18,765.00		permanent	yes
12/1/2006	6/30/2007	Asst. Professor IV	Leyte State University	17,059.00		permanent	yes
12/1/2003	11/30/2006	Asst. Professor IV	Leyte State University	16,643.00		permanent	yes
7/1/2001	11/30/2003	Asst. Professor IV S2	Visayas State College of Agriculture	16,237.00		permanent	yes
12/1/2000	6/30/2001	Asst. Professor IV S2	Visayas State College of Agriculture	15,464.00		permanent	yes
1/1/2000	11/30/2000	Asst. Professor IV	Visayas State College of Agriculture	15,087.00		permanent	yes
10/1/1998	12/31/1999	Asst. Professor IV	Visayas State College of Agriculture	13,715.00		permanent	yes
12/1/1997	9/30/1998	Asst. Professor IV	Visayas State College of Agriculture	13,715.00		temporary	yes
11/1/1997	11/30/1997	Asst. Professor II	Visayas State College of Agriculture	12,206.00		temporary	yes
1/1/1997	10/31/1997	Asst. Professor II	Visayas State College of Agriculture	10,204.00		temporary	yes
1/1/1996	12/31/1996	Asst. Professor II	Visayas State College of Agriculture	8,202.00		temporary	yes
1/1/1995	12/31/1995	Asst. Professor II	Visayas State College of Agriculture	6,486.00		temporary	yes
8/19/1994	12/31/1994	Asst. Professor II	Visayas State College of Agriculture	5,486.00		temporary	yes
1/1/1994	8/18/1994	Asst. Professor I	Visayas State College of Agriculture	5,118.00		temporary	yes
12/1/1992	12/31/1993	Asst. Professor I	Visayas State College of Agriculture	4,418.00		temporary	yes
1/1/1991	11/30/1992	Instructor III	Visayas State College of Agriculture	4,091.00		temporary	yes
7/1/1989	12/31/1990	Instructor II	Visayas State College of Agriculture	3,800.00		temporary	yes
6/9/1989	6/30/1989	Instructor	Visayas State College of Agriculture	2,782.00		temporary	yes
12/14/1987	6/8/1989	Civil Engineer	Visayas State College of Agriculture	79.05/day		casual	yes
11/2/1987	12/13/1987	Civil Engineer	Visayas State College of Agriculture	69.05/day		casual	yes




(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov. 18, 2019
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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			
	NONE				N/A	
(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 International Conference on Biosphere and Sustainability	7/24/2019	7/26/2019	24 hrs.	Managerial	Palawan Council for Sustainable Development
	PRIME-HRM Orientation	8/18/2018	8/18/2018	8 hrs.	Technical	Visayas State University- Office of the Director for Administration and Human Resource Development
	Seminar-Workshop on "Competency Based HR System and Implementation of Competency Based Recruitment, Selection and Placement and Learning & Development"	7/4/2018	7/6/2018	24 hrs.	Managerial	Visayas State University- Office of the Director for Administration and Human Resource Development
	Orientation-Seminar for new RQAT members	6/11/2018	6/11/2018	4 hrs.	Managerial	Commission on Higher Education Region Office VIII, Tacloban City
	Workshop in Preparation for Level I AACUP Accreditation	10/5/2017	10/6/2017	16 hrs.	Managerial	Visayas State University- Quality Assurance Center
	Workshop in Preparation for CHED - ISA Evaluation	9/25/2017	9/26/2017	16 hrs.	Managerial	Visayas State University- Quality Assurance Center
	International Seminar on Earthquake	8/21/2017	8/21/2017	8 hrs.	Technical	Visayas State University- College of Engineering
	Records Management Training	7/6/2017	7/7/2017	16 hrs.	Managerial	Visayas State University- Quality Assurance Center
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16 hrs.	Managerial	Visayas State University- Office of the Director for Administration and Human Resource Development
	Training on ISO 9001:2015 Internal Quality Audit	1/23/2017	1/25/2017	24 hrs.	Managerial	Visayas State University- Office of the President
	Consultation Workshop on 2nd Round Institutional Accreditation	1/13/2017	1/13/2017	8 hrs.	Managerial	Visayas State University- Quality Assurance Center
	Seminar-Workshop on the Preparation of the CoE Ten-Year Development Plan	1/12/2017	1/12/2017	8 hrs.	Supervisory	Visayas State University- College of Engineering
	Seminar-Workshop on 5S & Record Management	12/15/2016	12/15/2016	8 hrs.	Technical	Visayas State University- College of Engineering
	Procurement Planning Workshop	9/13/2016	9/13/2016	8 hrs.	Supervisory	Visayas State University- Office of the Vice President fro Administration and Finance
	Procurement Act Orientation	9/9/2016	9/9/2016	8 hrs.	Supervisory	Visayas State University- Office of the Vice President fro Administration and Finance
	Workshop for AACUP Institutional Accreditation (2nd round)	5/10/2016	5/12/2016	24 hrs.	Managerial	Visayas State University- Quality Assurance Center
	ISO 9001:2008 Accreditation Internal Audit	11/11/2015	11/12/2015	16 hrs.	Managerial	Visayas State University- College of Engineering
	7th Region VIII PICE Technical Conference	9/24/2015	9/25/2015	16 hrs.	Technical	Philippine Institute of Civil Engineers, Region VIII
	Workshop/ Smeinar on RDE Proposal Preparation	2/12/2015	2/13/2015	16 hrs.	Technical	Visayas State University- College of Engineering
	OBE Workshop/ Smeinar	1/22/2015	1/23/2015	16 hrs.	Technical	Visayas State University- College of Engineering
	CDIO Component 2: Designing an Integral Curriculum	4/22/2014	4/26/2014	40 hrs.	Managerial	Philippine Associaiton of State Universities and Colleges
	Training Workshop on Component 1: CDIO Teaching and Learning Framework	3/17/2014	3/19/2014	24 hrs.	Managerial	Philippine Associaiton of State Universities and Colleges
	OBE Workshop/Seminar	10/29/2013	10/29/2013	8 hrs.	Technical	Visayas State University- College of Engineering
(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)	
	NONE		NONE		Philippine Institute of Civil Engineers	
(Continue on separate sheet if necessary)						
SIGNATURE		a-f. Luit		DATE	Nov. 18, 2019	



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><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Dr. Roberto C. Guarte</td><td>Visca, Baybay City</td><td>09173108078</td></tr><tr><td>Dr. Remberto A. Patindol</td><td>Visca, Baybay City</td><td>563-7108</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Dr. Roberto C. Guarte	Visca, Baybay City	09173108078	Dr. Remberto A. Patindol	Visca, Baybay City	563-7108			
NAME	ADDRESS	TEL. NO.												
Dr. Roberto C. Guarte	Visca, Baybay City	09173108078												
Dr. Remberto A. Patindol	Visca, Baybay City	563-7108												
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>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: Agency ID</div> <div>ID/License/Passport No.: V00301</div> <div>Date/Place of Issuance: Visayas State University</div>	<div></div> <div>Signature (Sign inside the box) 11/18/2019 Date Accomplished</div>	<div></div> <div>LORETO, EPIFANIA G.</div> <div></div> <div>Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>Person Administering Oath</div>														




## WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

- Duration: June 09, 1989 – present
- Position: Instructor I - III, Asst. Professor I - IV, Assoc. Professor II - IV
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Dr. Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- Summary of Actual Duties
  - o Department Head - Responsible for the management and operation of the department. Coaching and mentoring of faculty members.
  - o Instructor - Teaches assigned subjects and performs other teaching related functions.
  - o Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.
  - o Performs other functions assigned by the College Dean, Vice Presidents and the University President.

Attachment to CS Form No. 212

  
**EPIFANIA G. LORETO**  
(Signature over Printed Name  
of Employee/Applicant)

Date: 11/18/19