

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 | MAALA | | |
| FIRST NAME | RENATO | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | ANAJAO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 4/20/1965 | 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 checked="" type="checkbox"/> Male <input type="checkbox"/> Female | | |
| 6. CIVIL STATUS | <input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | 704 N. L. Fernandez St. House/Block/Lot No. Street Zone 4 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province |
| 7. HEIGHT (m) | 1.7 | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 62 | 18. PERMANENT ADDRESS | 704 N. L. Fernandez St. House/Block/Lot No. Street Zone 4 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province |
| 9. BLOOD TYPE | B | ZIP CODE | 6521 |
| 10. GSIS ID NO. | B65GLRAM028 | 19. TELEPHONE NO. | (053) 563-8065 |
| 11. PAG-IBIG ID NO. | 1700-0025-3648 | 20. MOBILE NO | 09433446136 |
| 12. PHILHEALTH NO. | 13-000015370-3 | 21. E-MAIL ADDRESS (if any) | eneralaam.vsu.edu.ph |
| 13. SSS NO. | | | |
| 14. TIN NO. | 104-768-747 | | |
| 15. AGENCY EMPLOYEE NO. | V000305 | | |

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|---|--------------------|---|----------------------------|-----------|
| II. FAMILY BACKGROUND | | | | |
| 22. SPOUSE'S SURNAME | MAALA | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) | |
| FIRST NAME | MIRASOL (Deceased) | NAME EXTENSION (JR., SR) | RICOFORT V. MAALA | 9/22/1985 |
| MIDDLE NAME | DE VEYRA | | RENMIR JAN V. MAALA | 1/25/1994 |
| OCCUPATION | N/A | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | MAALA | | | |
| FIRST NAME | DELFIN | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | BATHAN | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | ANAJAO | | | |
| FIRST NAME | CONSTANCIA | | | |
| MIDDLE NAME | TIMOGTIMOG | | | |
| (Continue on separate sheet if necessary) | | | | |

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|---|---|---|----------------------|---------|--|----------------|---------------------------------------|
| 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 | Liloan Central School | Elementary Grd. | 1971 | 1977 | NA | 1977 | N/A |
| SECONDARY | Saint Ignatius Loyola Academy | High School Grd. | 1977 | 1981 | NA | 1981 | N/A |
| VOCATIONAL / TRADE COURSE | N/A | | | | | | |
| COLLEGE | Franciscan College of the Immaculate Conception | Bachelor of Science in Commerce | 1981 | 1985 | NA | 1985 | N/A |
| GRADUATE STUDIES | N/A | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | | |
| SIGNATURE | | DATE | | 4-25-17 | | | |

| IV. CIVIL SERVICE ELIGIBILITY | | | | | LICENSE (if applicable) | |
|--|------------------------|----------------------------------|-----------------------------------|--------|-------------------------|--|
| 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 | NUMBER | Date of Validity | |
| Career Service Professional Exam. | 70.3 | 8/3/1986 | Maasin, Southern Leyte | | | |
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(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 | | | | | | |
| 1/1/2017 | Present | Registrar II | Visayas State University | 27565.00 | SG 15-1 | Permanent | Yes |
| 1/1/2016 | 12/31/2016 | Registrar II | Visayas State University | 26192.00 | SG 15-1 | Permanent | Yes |
| 1/1/2016 | | Registrar II | Visayas State University | 24887.00 | SG 15-1 | Permanent | Yes |
| 3/2/2015 | 12/31/2015 | Registrar I | Visayas State University | 19302.00 | SG 11 -5 | Permanent | Yes |
| 3/1/2015 | | School Credits Evaluator | Visayas State University | 19302.00 | SG 11 -5 | Permanent | Yes |
| 6/1/2012 | 2/28/2015 | School Credits Evaluator | Visayas State University | 19111.00 | SG 11 -4 | Permanent | Yes |
| 3/1/2012 | 5/31/2012 | School Credits Evaluator | Visayas State University | 17765.00 | SG 11-4 | Permanent | Yes |
| 6/1/2011 | 2/29/2012 | School Credits Evaluator | Visayas State University | 17540.00 | SG 11-3 | Permanent | Yes |
| 6/24/2010 | 5/31/2011 | School Credits Evaluator | Visayas State University | 16157.00 | SG 11 - 3 | Permanent | Yes |
| 7/1/2009 | 6/23/2010 | School Credits Evaluator | Visayas State University | 14775.00 | SG 11 - 3 | Permanent | Yes |
| 7/1/2008 | 6/30/2009 | School Credits Evaluator | Visayas State University | 13066.00 | SG 11 - 2 | Permanent | Yes |
| 3/1/2009 | 6/30/2009 | School Credits Evaluator | Visayas State University | 13392.00 | SG 11-2 | Permanent | Yes |
| 7/1/2008 | 2/28/2009 | School Credits Evaluator | Visayas State University | 13066.00 | SG 11-2 | Permanent | Yes |
| 7/1/2007 | 6/30/2008 | School Credits Evaluator | Visayas State University | 11878.00 | SG 11-2 | Permanent | Yes |
| 3/1/2006 | 6/30/2007 | School Credits Evaluator | Visayas State University | 10798.00 | SG 11 -1 | Permanent | Yes |
| 3/1/2003 | 2/28/2006 | School Credits Evaluator | Leyte State University | 10535.00 | SG 11-1 | Permanent | Yes |
| 3/4/2002 | 2/28/2003 | Clerk II | Leyte State University | 6684.00 | 4 - 2 | Permanent | Yes |
| 7/1/2001 | 3/3/2002 | Clerk II | Visayas State College of Agriculture | 6522.00 | 4 - 1 | Permanent | Yes |
| 1/1/2000 | 6/30/2001 | Clerk II | Visayas State College of Agriculture | 6211.00 | 4 -1 | Permanent | Yes |
| 3/4/1999 | 12/31/1999 | Clerk II | Visayas State College of Agriculture | 5646.00 | 4 -1 | Permanent | Yes |
| 7/1/1997 | 3/3/1999 | Clerk I | Visayas State College of Agriculture | 5630.00 | 3-1 | Permanent | Yes |
| 1/1/1997 | 6/30/1997 | Clerk I | Visayas State College of Agriculture | 5492.00 | 3 -1 | Permanent | Yes |
| 1/1/1996 | 12/31/1996 | Clerk I | Visayas State College of Agriculture | 5000.00 | 3-1 | Permanent | Yes |
| 1/1/1995 | 12/3/1995 | Clerk I | Visayas State College of Agriculture | 4000.00 | 3 | Permanent | Yes |
| 7/1/1994 | 12/31/1994 | Clerk I | Visayas State College of Agriculture | 3000.00 | 3 | Permanent | Yes |
| 1/1/1994 | 6/30/1994 | Clerk I | Visayas State College of Agriculture | 2978.00 | 3 | Permanent | Yes |
| 7/1/1991 | 12/31/1993 | Clerk I | Visayas State College of Agriculture | 2178.00 | 3 | Permanent | Yes |
| 7/1/1989 | 6/30/1991 | Clerk I | Visayas State College of Agriculture | 2156.00 | | Permanent | Yes |
| 7/1/1988 | 6/30/1989 | Clerk I | Visayas State College of Agriculture | 762.00 | | Permanent | Yes |
| 12/14/1987 | 6/30/1988 | Clerk | Visayas State College of Agriculture | 722.70 | | Casual | Yes |
| 3/1/1987 | 12/13/1987 | Clerk | Visayas State College of Agriculture | 503.80 | | Casual | Yes |
| 7/1/1986 | 2/28/1987 | Clerk | Visayas State College of Agriculture | 437.80 | | Casual | Yes |
| 7/8/1985 | 6/30/1986 | Clerk | Visayas State College of Agriculture | 398.20 | | Casual | Yes |
| | | | | | | | |

(Continue on separate sheet if necessary)

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|-----------|---|------|---------|
| SIGNATURE |  | DATE | 4-25-17 |
|-----------|---|------|---------|

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC N-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

| 29. | NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|----|-----------------|---------------------------|
| | | From | To | | |
| | None | | | | |
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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 | | | |
| | Data Appreciation Seminar | 10-Oct-16 | | | | Visayas State University |
| | Reorientation Seminar of Frontliners | July 7, 2011 | / / | 8 | | Visayas State University |
| | Total Quality Management Training Among Administrative Personnel | Nov. 13, 2009 | Nov. 14, 2009 | 16 | | Visayas State University |
| | Seminar - Lecture on Clean Development Mechanism and Carbon Trading | April 28, 2009 | / / | | | Visayas State University |
| | Seminar-Workshop in the Preparation of Citizen's Charter of Frontline | April 27, 2009 | April 28, 2009 | 16 | | Visayas State University |
| | Seminar on EVCS, MIS, PROGRAM APPLICATION AND OTHER CONCERNS for Registrars, liason Officers, MIS incharge | June 24, 2009 | June 25, 2009 | 16 | | Commission on Higher Education, Region VIII |
| | School Records Management Seminar | Sept. 4, 2008 | / / | 8 | | Commission on Higher Education, Region VIII |
| | Basic Customer Services Skills | Oct. 10, 2007 | Oct. 11, 2007 | 16 | | Civil Service Commission, Region VIII |
| | Workshop on Electronic Verification, Certification/Special Order Application & Issuance System (EVCS/SOAS) | Oct. 7, 2007 | / / | 8 | | Commission on Higher Education, Region VIII |
| | Computer Training for Excel and Power Point Program | 10/28/2003 | 10/30/2003 | | | Leyte State University |
| | Values Orientation Workshop | 9/1/1998 | 9/3/1998 | 24 | | Leyte State University in cooperation of CSC |
| | Strengthening the Capability of VISCA's Clerical Staff | 6/17/1994 | 6/18/1994 | | | Visayas State College of Agriculture |
| | Seminar-Workshop on Wordstar 4 Professional | 6/13/1991 | 9/19/1991 | | | Franciscan College of the Immaculate Conception |
| | 35th Regional Seminar Workshop on Records Management | 8/6/1990 | 8/10/1990 | 40 | | Records Mgt. & Archives Office Cebu City |
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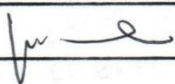
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|----------------------------|-----|--|-----|---|
| | | | Exemplary Non-Academic Performance Award (Non-Supervisory Level - Regular) | | VSU Administrative Personnel Association |
| | | | awarded on July 31, 1998 at Visayas State College of Agriculture | | VSU Credit Cooperative |
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(Continue on separate sheet if necessary)

SIGNATURE



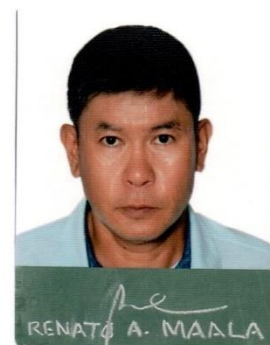
DATE

4-25-17

| | |
|--|--|
| 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 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) | | |
| NAME | ADDRESS | TEL. NO. |
| ELIEZER L. VELASCO | VSU, Baybay City, Leyte | 563-7428 |
| | | |
| | | |

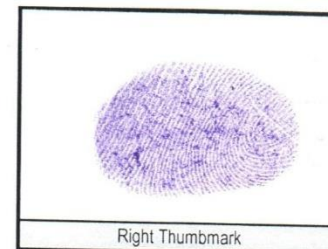
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



RENATO A. MAALA

| |
|--|
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance |
| Government Issued ID: Company ID |
| ID/License/Passport No.: V000305 |
| Date/Place of Issuance: 1-2-10 / VSU, Baybay City, Leyte |

| |
|---|
| Signature (Sign inside the box) 4-25-17 Date Accomplished |
|---|



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 25 2017, affiant exhibiting his/her validly issued government ID as indicated above.

| |
|--|
| ATTY. RYSAN G. GUINOCOR PUBLIC Person Administering Oath |
|--|

IBP 1030724- TADLOBAN CITY-12/19/16
MCLE COMP. NO. V-0009522-07/20/15
ROLL OF ATTORNEYS NO. 57467