

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

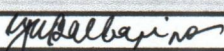
2. SURNAME	BALBARINO		
FIRST NAME	YOLANDA		NAME EXTENSION (JR., SR)
MIDDLE NAME	URDANETA		
3. DATE OF BIRTH (mm/dd/yyyy)	September 28, 1955	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	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	
7. HEIGHT (m)	1.51cm		House/Block/Lot No. Street
8. WEIGHT (kg)	80kg		BRGY. JAENA
9. BLOOD TYPE	A		Subdivision/Village Barangay
10. GSIS ID NO.	B55-TUYUBO13		BAYBAY CITY
11. PAG-IBIG ID NO.	0801-015883-06		City/Municipality Province
12. PHILHEALTH NO.	13-00001440-1		6521
13. SSS NO.	N/A	18. PERMANENT ADDRESS	
14. TIN NO.	116-2-623-049		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V000567		BRGY. JAENA
			Subdivision/Village Barangay
			Baybay City
			City/Municipality Province
			6521
		19. TELEPHONE NO.	563-7274
		20. MOBILE NO.	0912-8107882 AND 0997-3666033
		21. E-MAIL ADDRESS (if any)	ybalbarino@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BALBARINO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	SAMUEL	NAME EXTENSION (JR., SR)	JOEL URDANETA BALBARINO	11-29-1976
MIDDLE NAME	POLISTICO		RANIL URDANETA BALBARINO	12-02-1977
OCCUPATION	N/A		LOVELA URDANETA BALBARINO DOGUILLES	11-19-1985
EMPLOYER/BUSINESS NAME	N/A		MELANIE URDANETA BALBARINO NUÑEZ	09-19-1986
BUSINESS ADDRESS	N/A		JEJOMA URDANETA BALBARINO	07-23-1988
TELEPHONE NO.	N/A		RAYMON URDANETA BALBARINO	08-07-1990
24. FATHER'S SURNAME	URDANETA			
FIRST NAME	AVELINO SR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	HONORIO			
25. MOTHER'S MAIDEN NAME	LLANO			
SURNAME	URDANETA			
FIRST NAME	ILUMINADA			
MIDDLE NAME	ALAO			
(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	BAYBAY WEST CENTRAL SCHOOL	Elementary Graduate	1962	1968		1968	
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	High School Graduate	1968	1972		1972	
VOCATIONAL / TRADE COURSE							
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	DIPLOMA IN SECRETARIAL SCIENCE	1972-1973	1974-1975		1975	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	May 21-2020

[illegible]

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

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

(Continue on separate sheet if necessary)

May 21, 2020

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		
	N/A	N/A	N/A	N/A	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			
	Target Setting Workshop	8-20-2018	8-21, 2018	16		Dr. Lourdes B. Cano, Dir. ODAHRD
	ISO 9001-2015 Enhancement Seminar-Workshop on Internal Quality Audit	3-2-2017	3-3-2017	16		Dr. Roberto B. Guarte, Dean College of Engineering VSU Internal Lead Auditor, VSU ISO
	Seminar Workshop on 5S and Records Management	2-18-2017		8		Dr. Roberto B. Guarte, Dean College of Engineering VSU Internal Lead Auditor, VSU ISO
	Full Awareness Training Course ISO 9001-2015	1-26-2017	1-27-2017	16		Mr. Paul B. Bagatsing - Vice President, Anglo Japanese American (AJA) Registrars Inc.
	HIV in the Workplace Seminar	12-9-2016		4		Dr. Josephine O. Zafico, VSU Health Services
	Personality Development Seminar for Frontliners	09-20-2012		8		Office of the Director Administrative Human and Resource Development
	Gender Sensitivity Training and Sexual Haraassment Orientation for Frontline Services Provider	09-17-2012		8		Office of the Director Administrative Human and Resource Development
	Reorientation Seminar of Frontliners	07-07-2011		8		Office of the Director Administrative Human and Resource Development
	Total Quality Management Training among Administrative Personnel	11-13-2009	11-14-2009	16		Office of the Director Administrative Human and Resource Development
	PMS-OPES Workshop	07-26-2006		8		Office of the Director Administrative Human and Resource Development
	Computer Training for Excel and Power Point Program	10-28-2003	10-30-2003	24		Office of the Director Administrative Human and Resource Development
	Career and Personality Development for Clerks and Other Administrative Staff	05-19-2003	05-20-2003	16		Office of the Director Administrative Human and Resource Development
	Computer Training Program on Microsoft Word '97	10-28-1998	10-30-1998	12		College Instrumentation Unit, DAEAM, VISCA
	Values Orientation Workshop (VOW)	06-17-1998	06-19-1998	24		Human Resource Managemen and Development Office
	Performance Target Setting Evaluation and Team Values Integration Seminar	04-05-1997		8		Human Resource Managemen and Development Office
	Team Building Seminar Workshop for VISCA Administrative Staff	02-07-1997	02-08-1997	16		Human Resource Managemen and Development Office
	Strengthening the Capability of VISCA's Clerical Staff	06-17-1994	06-18 &25, 1994	24		Human Resource Managemen and Development Office, ODOREX, PRCRTC

(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)
	Typing		N/A		N/A
	Computer literate		N/A		N/A
	Cooking		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 21, 2020
-----------	---	------	--------------

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

If YES, give details:

☐ YES☒ 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?

☐ 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

If YES, give details:

☐ YES☒ NO

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.
MYRNA S. PANCITO	VSU, Visca, Baybay City	
LOUELLA C. AMPAC	VSU, Visca, Baybay City	
LOURDES B. CANO	VSU, Visca, Baybay City	

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.

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: V000567

ID/License/Passport No.:

Date/Place of Issuance:

Signature (Sign inside the box)
May 21, 2020
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 14 JUL 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4