

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		ESTUPA			
FIRST NAME		DIONESIO		NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME		INTINO			
3. DATE OF BIRTH (mm/dd/yyyy)		24/03/1976		16. CITIZENSHIP	
4. PLACE OF BIRTH		BALUGO, ALBUERA, LEYTE		<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
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:		Pls. indicate country:	
7. HEIGHT (m)		5'2"		17. RESIDENTIAL ADDRESS	
8. WEIGHT (kg)		58 KG		House/Block/Lot No. Street	
9. BLOOD TYPE		A+		Subdivision/Village Barangay	
10. GSIS ID NO.		021-1515-9634-9		ALBUERA LEYTE	
11. PAG-IBIG ID NO.		1211-4789-6065		City/Municipality Province	
12. PHILHEALTH NO.		13-025096869-9		6542	
13. SSS NO		3371572235		18. PERMANENT ADDRESS	
14. TIN NO.		211-176-303		House/Block/Lot No. Street	
15. AGENCY EMPLOYEE NO.		V-00865		Subdivision/Village Barangay	
				ALBUERA LEYTE	
				City/Municipality Province	
				6542	
				19. TELEPHONE NO.	
				053-563-7068	
				20. MOBILE NO.	
				09651340811	
				21. E-MAIL ADDRESS (if any)	
				dionestupa@gmail.com	

II. FAMILY BACKGROUND					
22. SPOUSE'S SURNAME		ESTUPA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		LUCENA		TRISHIA MAE P. ESTUPA	25/04/2006
MIDDLE NAME		PILAPIL		BRADLEY TAKESHI P. ESTUPA	01/09/2010
OCCUPATION		HOUSE WIFE			
EMPLOYER/BUSINESS NAME		N/A			
BUSINESS ADDRESS		N/A			
TELEPHONE NO.		N/A			
24. FATHER'S SURNAME		ESTUPA			
FIRST NAME		SAMUEL			
MIDDLE NAME					
25. MOTHER'S MAIDEN NAME		ENTINO			
SURNAME		ESTUPA			
FIRST NAME		MARGARITA			
MIDDLE NAME		MESPIROS		(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	Balugo Elem. School	Elementray	June 1983	April 1988	Graduated	1988	Diploma
SECONDARY	Balugo, Natl. High School	Secondary	June 1988	April 1992	Graduated	1992	Diploma
VOCATIONAL / TRADE COURSE	ManPower Ormoc City	Consumer Electronics	2008	2009	Graduated	2009	Certificate
COLLEGE	SYSTEM TECHNOLOGY INSTITUTE (STI)	Computer Technician	08/06/1998	07/04/2000	Graduated	2000	Diploma
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	
		Dec 5, 2022	

IV. CIVIL SERVICE ELIGIBILITY

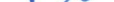
[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec 5, 2022
-----------	---	------	-------------

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				
	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			
	Mikrotik Certified Academy Trainer's (MTCAT)	30/07/2019	04/08/2019	48 hrs.	Technical	EVSU Tanauan Campus
	Networking Essentials	14/10/2019	18/10/2019	40 hrs.	Technical	Dept. of Information & Communications Tech.(DICT)
	Computer & Internet Literacy Course	12/19/2016	12/21/2016	24 hrs.	Technical	DCST VSU
	BASIC COMPUTER AND INTERNET LITERACY COURSE	12/02/2008	12/06/2008	40 hrs..	Technical	DCST VSU / DepED
	Web Development Training	02/21/2012	02/25/2012	40 hrs.	Technical	DCST VSU
	Training of Electronic Spreadsheet as a Tool for Class Record Management	06/23/2007	02/30/2007	16 hrs.	Technical	DCST VSU
	Training on Office Productivity Tools	05/07/2007	05/11/2007	40 hrs.	Technical	DCST VSU
	QGIS Training-Workshop	06/06/2016	06/08/2016	24 hrs.	Technical	DCST VSU
	ICT SKILLS TRAINING	07/08/2011	07/09/2011	16 hrs.	Technical	DCST VSU
	iSchools Project Closeout Workshop	12/08/2011	12/10/2011	24 hrs.	Supervisory	DCST VSU /ICTO-DOST
	Sustainability Planning Workshop (SPW)	12/13/2010	12/15/2010	24 hrs.	Managerial	DCST VSU
	Online Learning Management for LAM Courses Using MOODLE Training Design	02/05/2013	03/05/2013	16 hrs.	Managerial	DCST VSU
	Map Sharing system Using FOSS and OGC Standard-II	08/02/2016	12/02/2016	40 hrs.	Technical	DCST VSU
	Consumer Electronics NCII	02/03/2009	19/06/2009	657 hrs.	Technical	OCTMTRC Oromoc City
	Management System for the College of Engr. Website & Online Class Using Moodle	03/05/2016	05/05/2016	24 hrs.	Managerial	DCST VSU

(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)
			N/A		N/A
			N/A		N/A
			N/A		N/A
			N/A		N/A
			N/A		N/A
			N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec 5, 2022
-----------	---	------	-------------

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.
Prof. Winston M. Tabada	VSU Visca Baybay City	053-335-2120
Mr. Rafael Vergara Jr.	VSU Visca Baybay City	053-563-7068
Magdalene C. Unajan	VSU Visca Baybay City	053-563-7068

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 Voo868

ID/License/Passport No.: _____

Date/Place of Issuance: Jan. 2015 VSU Visca Baybay City

Signature (Sign inside the box)

Date Accomplished

ID picture taken within the last 6 months
3.5 cm. X 4.5 cm
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 25 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. Ryan C. Guinocor
VSU Chief Legal Officer

Person Administering Oath

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

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: January 1, 2015 - Present
- Position: Computer Technician
- Name of Office/Unit: Department of Computer Science and Technology
- Immediate Supervisor: Prof. Magdalene C. Unajan
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Configuration and installed the Linux Server Operating System at the DCST Server Room

- Summary of Actual Duties
 - Responsible for the maintenance and repair of all laboratory equipment at the DCST computer laboratory.
 - Assist the instructors and students during the laboratory classes.
 - Assist the needs of the students at the department.
 - Assist the participants during schedule ICT training and seminars.
 - Repair Computer and Printer in the other Department /Offices.

- Duration: January 1, 2015 - Present
- Position: Computer Technician
- Name of Office/Unit: Department of Computer Science and Technology
- Immediate Supervisor: Prof. Magdalene C. Unajan
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Configuration and installed the Linux Server Operating System at the DCST Server Room

- Summary of Actual Duties
 - Responsible for the maintenance and repair of all laboratory equipment at the DCST computer laboratory.
 - Assist the instructors and students during the laboratory classes.
 - Assist the needs of the students at the department.
 - Assist the participants during schedule ICT training and seminars.
 - Repair Computer and Printer in the other Department /Offices



DIONESIO I. ESTUPA

(Signature over Printed Name
of Employee/Applicant)

Date: December 06, 2022