

PERSONAL DATA SHEET

July Mid 2922

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.

I. PERSONAL INFORMATION

2. SURNAME	URDANETA		
FIRST NAME	PETER BEN LAURICE	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	HONORIO		
3. DATE OF BIRTH (mm/dd/yyyy)	8/22/1989	16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
7. HEIGHT (m)	1.71 M	ZIP CODE	Subdivision/Village Barangay
8. WEIGHT (kg)	77 KGS.		BAYBAY CITY LEYTE
9. BLOOD TYPE	"A"		City/Municipality Province
10. GSIS ID NO.	NA		6521
11. PAG-IBIG ID NO.	1212-0434-9716	18. PERMANENT ADDRESS	JOSE ABAD SANTOS ST.
12. PHILHEALTH NO.	13-000103589-5	ZIP CODE	House/Block/Lot No. Street
13. SSS NO.	NA		Subdivision/Village Barangay
14. TIN NO.	285-291-349		BAYBAY CITY LEYTE
15. AGENCY EMPLOYEE NO.	NA		City/Municipality Province
16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	19. TELEPHONE NO.	NA
17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street	20. MOBILE NO.	0926-498-5076
18. PERMANENT ADDRESS	JOSE ABAD SANTOS ST.	21. E-MAIL ADDRESS (if any)	Pblurdaneta@gmail.com
19. TELEPHONE NO.	NA		
20. MOBILE NO.	0926-498-5076		
21. E-MAIL ADDRESS (if any)	Pblurdaneta@gmail.com		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	PETER CHUCKY SLADE A. URDANETA	1/21/2014
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	URDANETA			
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LICANDA			
25. MOTHER'S MAIDEN NAME				
SURNAME	HONORIO			
FIRST NAME	PAMELA			
MIDDLE NAME	ARABILLA		(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 SOUTH CENTRAL SCHOOL	GRADE VI	1996	2002		2002	NA
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	FOURTH YEAR	2002	2006		2006	NA
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	ASSOCIATE IN COMPUTER TECHNOLOGY	2006	2009		2009	NA
GRADUATE STUDIES	NA						

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	7/1/21

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
	NA					


(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/1/21
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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		
	NA				

(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			
	GENDER SENSITIVITY	9/9/2014	9/9/2014	8 HOURS		CRISTINA GABRILLO
	TARGET SETTING WORKSHOP	8/20/2018	8/21/2018	16 HOURS		LOURDES B. CANO
	ORIENTATION WORKSHOP AMONG JO CLERK & LABORATORY TECHNICIANS	1/16/2018	1/16/2019	8 HOURS		LOURDES B. CANO
	CYBR SECURITY TRAINING (HRMS)	12/18/2019	12/19/2019	16 HOURS		BIENVENIDO S. BASAL
	WEBINAR ON KNOW YOUR MONEY COUNTERFEIT DETECTION	2/26/2021	2/26/2021	8 HOURS		NOLAN N. NABONG

(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)
	COMPUTER LITERATE		NA		NA
	TYPING AND DRIVING				

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	7/1/21

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.
Dr. Maria Juliet C. Ceniza	VSU, Visca, Baybay City, Leyte	0917-309-5016
Dr.Marisel A. Leonra	VSU, Visca, Baybay City, Leyte	0906-607-5898
Dr. Eutiquio E. Sudaria	VSU, Visca, Baybay City, Leyte	0917-3065-331

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.

PETER BEN LAURICE H. URIANETA

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

Government Issued ID: TIN

ID/License/Passport No.: 285-291-349

Date/Place of Issuance: 11/11/09

Signature (Sign inside the box)

7/14/2027

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 27 JUL 2027, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN, CHAIRMAN

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.

Administrative Aide

- Duration: July 1, 2021 to present
- Position: Administrative Aide III
- Name of Office/Unit: Cash Division
- Immediate Supervisor: Queen-Ever Y. Atupan
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

- Deliver and issues checks to payees, service providers, suppliers and government agencies like Philhealth, Pag-ibig, BOT, CHED and GSIS, Act as messenger who receives incoming and delivers outgoing office communications and other documents for signature and approval, Act as Liason officer to transact business with government agencies like BOT, DBM, Philhealth, Pag-ibig, CHED and GSIS, Deposits check payments to suppliers and service providers to their bank accounts other than Landbank, Monitors and encodes payment of supplies, materials and telephone bills to their corresponding worksheets, Assist in the encoding and review of incoming vouchers, payrolls and follow up general payrolls, remittances and utility bills payments to avoid delay and penalties, Maintain the cleanliness and orderliness of the office stock room for easy access of various documents and equipment, Perform other duties assigned by the supervisor

- Duration: May 11, 2009- June 30, 2021
- Position: Administrative Aide
- Name of Office/Unit: Cash Division
- Immediate Supervisor: Queen-Ever Y. Atupan
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

- Monitors and encodes payments of supplies and telephone bills to their ledger card, Deliver checks to suppliers and submits Philhealth, Pag-ibig and GSIS remittance, Receives and releases incoming and outgoing office communications and other documents, Deposits check payments to suppliers and service providers to their bank accounts other than landbank, Assists in the encoding and review of incoming vouchers and payrolls, Perform other duties assigned by the Supervisor



PETER BEN LAURICE H. URDANETA

Adm. Aide III

Date: 7/1/21