

PERSONAL DATA SHEET

Print legibly Mark appropriate boxes ☐ with " / " and use separate sheet if necessary 1. CS ID No. (to be filled y CSC)

I. PERSONAL INFORMATION

2. SURNAME	G   U   M   B   A
FIRST NAME	P   O   L   I   C   I   A   R   I   P   O
MIDDLE NAME	C   A   I   S   I   T   I   O
3. NAME EXTENSION (e.g. Jr. Sr.)	JR.
4. DATE OF BIRTH (mm/dd/yyyy)	10 / 10 / 1958
5. PLACE OF BIRTH	Baybay, Leyte
6. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
7. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____
8. CITIZENSHIP	Filipino
9. HEIGHT (m)	1.61 mtrs.
10. WEIGHT (kg)	48 kgs.
11. BLOOD TYPE	"A"
12. GSIS ID NO.	58101002941
13. PAG-IBIG ID NO.	1700-0025-1396
14. PHILHEALTH NO.	13-000015627-3
15. SSS NO.	N/A
16. RESIDENTIAL ADDRESS	266 Andres Bonifacio St. Baybay City, Leyte
ZIP CODE	6521
17. TELEPHONE NO.	None
18. PERMANENT ADDRESS	266 Andres Bonifacio St. Baybay City, Leyte
ZIP CODE	6521
19. TELEPHONE NO.	None
20. E-MAIL ADDRESS (if any)	jun_gumba@yahoo.com
21. CELL PHONE NO. (if any)	09288277198
22. AGENCY EMPLOYEE NO.	V00263
23. TIN	116-624-807

II. FAMILY BACKGROUND

24. SPOUSES' SURNAME	Gumba	25. NAME OF CHILDREN (Write full name and list all)	Date of Birth (mm/dd/yyyy)
FIRST NAME	Shirley	Junile P. Gumba	01 / 08 / 1991
MIDDLE NAME	Pepito	Adams Wilson P. Gumba	11 / 03 / 1993
OCCUPATION	N/A	Julie Ann P. Gumba	06 / 18 / 2002
EMPLOYER/BUS. NAME	N/A	Adrian Wils P. Gumba	02 / 25 / 2008
BUSINESS ADDRESS	N/A		/ /
TELEPHONE NO.	N/A		/ /
(Continue on separate sheet if necessary)			
26. FATHER'S SURNAME	Gumba		/ /
FIRST NAME	Policarpo, Sr.		/ /
MIDDLE NAME	Abasola		/ /
27. MOTHER'S MAIDEN NAME			/ /
SURNAME	Castro		/ /
FIRST NAME	Zocima		/ /
MIDDLE NAME	Calibud		/ /
(Continue on separate sheet if necessary)			

III. EDUCATIONAL BACKGROUND

28. LEVEL	NAME OF SCHOOL (Write in full)	DEGREE/ COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		SCHOLARSHIP ACADEMIC/ HONORS RECEIVED
ELEMENTARY	Baybay West Central School	N/A	1972	Graduated	From	To	Class Honor
SECONDARY	Baybay High School	N/A	1976	Graduated	1972	1976	N/A
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Franciscan College of the Immaculate Conception	Junior Secretarial Course	1978	Graduated	1976	1978	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

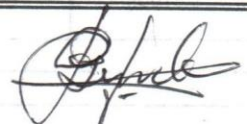


IV. CIVIL SERVICE ELIGIBILITY					
29 CAREER SERVICE/RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/CES/CSEE	RATING	DATE OF EXAMINATION/ CONFERMENT	PLACE OF EXAMINATION/ CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE
Career Service Sub-Professional	71.41%	December 6, 1981	Tacloban City / July 26, 1982	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE (Include private employment. Start from your current work)							
30. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)	DEPARTMENT/AGENCY OFFICE/COMPANY (Write in full)	MONTHLY SALARY (Pesos)	SALARY GRADE & STEP INCREMENT (Format "00-0")	STATUS OF APPOINT- MENT	GOV'T SERVICE (Yes/No)
From	To						
11/2/2014	PRESENT	Administrative Aide IV	Visayas State University	11,292.00	04-1	Permanent	Yes
6/1/2012	11/1/2014	Administrative Aide IV	Visayas State University	11,181.00	04-1	Permanent	Yes
11/2/2011	5/31/2012	Administrative Aide IV	Visayas State University	10,358.00	04-1	Permanent	Yes
6/1/2011	11/1/2011	Administrative Aide III	Visayas State University	10,133.00	03-5	Permanent	Yes
10/1/2010	5/31/2011	Administrative Aide III	Visayas State University	9,443.00	03-5	Permanent	Yes
6/24/2010	9/30/2010	Administrative Aide III	Visayas State University	9,292.00	03-4	Permanent	Yes
7/1/2009	6/23/2010	Administrative Aide III	Visayas State University	8,580.00	03-4	Permanent	Yes
7/1/2008	6/30/2009	Administrative Aide III	Visayas State University	7,868.00	03-4	Permanent	Yes
10/1/2007	6/30/2008	Administrative Aide III	Visayas State University	7,153.00	03-4	Permanent	Yes
7/1/2007	9/30/2007	Administrative Aide III	Visayas State University	6,977.00	03-4	Permanent	Yes
12/1/2004	6/30/2007	Administrative Aide III	Leyte State University	6,343.00	03-3	Permanent	Yes
10/1/2001	11/30/2004	Clerk I	Leyte State University	6,189.00	03-2	Permanent	Yes
7/1/2001	9/30/2001	Clerk I	Visayas State College of Agriculture	6,039.00	03-1	Permanent	Yes
1/1/2000	6/30/2001	Clerk I	Visayas State College of Agriculture	5,751.00	03-1	Permanent	Yes
10/10/1998	12/31/1999	Clerk I	Visayas State College of Agriculture	5,228.00	03-1	Permanent	Yes
1/1/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	4,955.00	03-0	Casual	Yes
1/1/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	3,956.00	03-0	Casual	Yes
1/1/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	2,955.00	03-0	Casual	Yes
1/1/1993	12/31/1993	Clerk I	Visayas State College of Agriculture	2,156.00	03-0	Casual	Yes
1/1/1992	12/31/1992	Clerk I	Visayas State College of Agriculture	2,156.00	03-0	Casual	Yes
8/1/1991	12/31/1991	Clerk I	Visayas State College of Agriculture	2,156.00	03-0	Casual	Yes
12/1/1990	12/31/1990	Clerk I	Visayas State College of Agriculture	2,156.00	03-0	Casual	Yes
10/2/1989	12/31/1989	Clerk -Typist	Visayas State College of Agriculture	455/day	n/a	Casual	Yes
5/1/1984	9/30/1984	Clerk -Typist	Visayas State College of Agriculture	455/day	n/a	Casual	Yes
2/1/1984	4/30/1984	Clerk -Typist	Visayas State College of Agriculture	404/day	n/a	Casual	Yes
3/1/1981	12/31/1982	Clerk -Typist	Visayas State College of Agriculture	404/day	n/a	Casual	Yes
1/2/1981	2/28/1981	Clerk -Typist	Visayas State College of Agriculture	352/day	n/a	Casual	Yes
11/3/1980	12/31/1980	Clerk -Typist	Visayas State College of Agriculture	352/day	n/a	Casual	Yes
8/18/1980	10/31/1980	Clerk -Typist	Visayas State College of Agriculture	352/day	n/a	Casual	Yes
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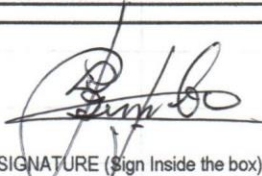

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/NON-GOVERNMENT/PEOPLE/VOLUNTARY ORGANIZATIONS					
31.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION/ NATURE OF WORK
		From	To		
	N / A	N/A	N/A	N/A	N/A
		/ /	/ /		
		/ /	/ /		
(Continue on separate sheet if necessary)					
VII. TRAINING PROGRAMS (Start from the most recent training)					
32.	TITLE OF SEMINAR/CONFERENCE WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
		From	To		
	Orietation on ISO 9001:2008 for Clerk and Secretaries	09 / 21 / 15	09 / 21 / 15	8	ODAHRD, VSU
	Orietation on ISO 9001:2008 for Faculty and Staff	09 / 15 / 15	09 / 15 / 15	8	ODAHRD, VSU
	University-wide Workshop on the Preparation of Semi-Annual OPCR and IPCR FOR 2015	07 / 02 / 15	07 / 02 / 15	8	ODAHRD, OVPI, PMT 2015, VSU
	Fire Prevention Seminar	03 /27AM/ 15	03 /27AM / 15	4	Baybay Fire Station & VSU
	Reorientation of Frontliners on Good Customer Service, Work Values and Anti-Red Tape Law	09 / 10 / 14	09 / 10 / 14	8	ODAHRD & PRPEO, VSU
	Seminar on Fire Prevention and Safety Awareness	04 / 25 / 13	04 / 25 / 13	8	Baybay Fire Station & VSU
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	01 / 14 / 13	01 / 14 / 13	8	ODAHRD/Legal Office & OVPI, VSU
	Forum on Anti-Red Tape Law and Civil Service Policy on Cash Advances	09 / 24 / 12	09 / 24 / 12	8	ODAHRD/Legal Office & Accounting Office, VSU
	Personality Development Seminar for Frontliners	09 / 20 / 12	09 / 20 / 12	8	ODAHRD & PRPEO, VSU
	Reorientation of Frontliners	07 / 07 / 11	07 / 07 / 11	8	ODAHRD & PRPEO, VSU
	Training on RA 9184 and Its Revised IRR (Modules I, II and V)	07 / 29 / 10	07 / 29 / 10	8	DBM R0-VIII, Government Procurement Policy Board, and VSU
	Seminar Workshop on Public Accountability, Customer Service, APP & PMS-OPES	01 / 29 / 10	01 / 29 / 10	8	OVPAF/Accounting Office/ODAHRD/PRPEO, Supply Office, and PMT 2010
(Continue on separate sheet if necessary)					
VIII. OTHER INFORMATION					
33.	SPECIAL SKILLS/HOBBIES:	34. NON-ACADEMIC DISTINCTIONS/ RECOGNITION (Write in full)		35.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Operation, Typing table typewriter, Billard	Loyalty Award - In Recognition fo 20 Years of Continuous and Dedicated Service to VSU (July, 2011)			VSU-Administrative Personnel Association (VSU-ADPA)
		(Continue on separate sheet if necessary)			



<div>36. Are you related by consanguinity or affinity to any of the following:</div> <div><div>a. Within the third degree (for NATIONAL GOVERNMENT Employees): appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?</div><div>b. Within the fourth degree (for LOCAL GOVERNMENT Employees): appointing authority or recommending authority where you are appointed?</div></div>	<div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div>_____</div><div>_____</div></div> <div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div>_____</div><div>_____</div></div>												
<div>37. a. Have you ever been formally charged?</div> <div>b. Have you ever been guilty of any administrative offense?</div>	<div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div>_____</div><div>_____</div></div> <div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div>_____</div><div>_____</div></div>												
38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div>_____</div><div>_____</div></div>												
39. 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, AWOL or phased out, in the public or private sector?	<div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div>_____</div><div>_____</div></div>												
40. Have you ever been a candidate in a national or local election (except Barangay election)?	<div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div>_____</div><div>_____</div></div>												
<div>41. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and © Solo Parents Welfare Act of 2000) RA 8972), please answer the following items:</div> <div><div>a. Are you a member of any indigenous group?</div><div>b. Are you differently abled?</div><div>c. Are you a solo parent?</div></div>	<div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, pls. specify: _____</div><div>_____</div></div> <div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, pls. specify: _____</div><div>_____</div></div> <div><div><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</div><div>If YES, pls. specify: _____</div><div>_____</div></div>												
<div>42. REFERENCES (Person not related by consanguinity or affinity to applicant/ appointee)</div> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:40%;">NAME</th><th style="width:40%;">ADDRESS</th><th style="width:20%;">TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Dinah M. Espina</td><td>DAS, VSU, Visca, Baybay City, Leyte</td><td>563-7125</td></tr><tr><td>Dr. Lolito C. Bestil</td><td>DAS, VSU, Visca, Baybay City, Leyte</td><td>563-7126</td></tr><tr><td>Dr. Sulpecio C. Bantugan</td><td>Brgy Marcos, Baybay City, Leyte</td><td>-</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Dinah M. Espina	DAS, VSU, Visca, Baybay City, Leyte	563-7125	Dr. Lolito C. Bestil	DAS, VSU, Visca, Baybay City, Leyte	563-7126	Dr. Sulpecio C. Bantugan	Brgy Marcos, Baybay City, Leyte	-
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Dr. Sulpecio C. Bantugan	Brgy Marcos, Baybay City, Leyte	-											
<div>43. I declare under oath that this Personnel Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines</div> <div>I also authorize the agency head/ authorized representative to verify/ validate the contents stated herein. I trust that this information shall remain confidential.</div>		<div><div>PHOTO</div></div>											
<div><div>4427293</div><div>COMMUNITY TAX CERTIFICATE NO.</div></div> <div><div>Baybay City, Leyte</div><div>ISSUED AT</div></div> <div><div>4/16/2015</div><div>ISSUED ON (mm/dd/yy)</div></div>	<div><div><div>SIGNATURE (Sign Inside the box)</div></div><div><div>25-Nov-15</div><div>DATE ACCOMPLISHED</div></div></div>	<div><div>RIGHT THUMBMARK</div></div>											