

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	SOLIS		
FIRST NAME	REMENITA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	JABONILLO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/17/1961	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	Tanjay City, Negros Oriental	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	House/Block/Lot No. Street VSU Campus Pangasugan Subdivision/Village Barangay Baybay city Leyte City/Municipality Province
7. HEIGHT (m)	1.52 meters	ZIP CODE	6521
8. WEIGHT (kg)	56 kgs.		
9. BLOOD TYPE	"B"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Hilusig Subdivision/Village Barangay Mahaplag Leyte City/Municipality Province
10. GSIS ID NO.	61091602805	ZIP CODE	6512
11. PAG-IBIG ID NO.	1700-0026-2176		
12. PHILHEALTH NO.	13-000014363-5	19. TELEPHONE NO.	(053) 563-7410
13. SSS NO.	N/A	20. MOBILE NO.	09092080236
14. TIN NO.	116-627-001	21. E-MAIL ADDRESS (if any)	remie.solis@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00486		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANTONIO	Christina Marie J. Solis	2/20/1989
MIDDLE NAME	REMOLLENO	Joseph J. Solis	5/14/1990
OCCUPATION	SOLIS	Mary Bernadeth J. Solis	3/25/1993
EMPLOYER/BUSINESS NAME	N/A	Tracy Antoneth J. Solis	6/13/2004
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	(053) 563-7410		
24. FATHER'S SURNAME	JABONILLO		
FIRST NAME	REMEGIO	Sr.	
MIDDLE NAME	TORRES		
25. MOTHER'S MAIDEN NAME	Anita Sarabia Gablines		
SURNAME	GABLINES		
FIRST NAME	ANITA		
MIDDLE NAME	SARABIA		

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	Immaculate Heart Academy	PRIMARY EDUCATION	1967	1973	N/A	1973	N/A
SECONDARY	Immaculate Heart Academy	SECONDARY EDUCATION	1973	1977	N/A	1977	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	n/a	n/a	N/A	N/A	N/A
COLLEGE	St. Paul College	Bachelor of Business Administration major: Banking and Finance	1978	1982	N/A	1982	N/A
GRADUATE STUDIES	N/A	N/A	n/a	n/a	N/A	N/A	N/A

SIGNATURE		DATE
[Signature]		7/8/2019



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
	<b>Career Service Sub-Professional</b>	<b>81.13%</b>	<b>Nov. 8, 1998</b>	<b>Divine Word University, Tacloban City, Leyte</b>	<b>N/A</b>	<b>N/A</b>

V. WORK EXPERIENCE

ion 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						
	1/1/2019	Present	Administrative Aide VI	College of Agriculture and Food Science Visayas State University	P14,961.00	06-2	Permanent	Yes
	1/1/2018	12/31/2018	Administrative Aide VI	College of Agriculture and Food Science Visayas State University	P14,459.00	06-2	Permanent	Yes
	1/1/2017	12/31/2017	Administrative Aide VI	College of Agriculture and Food Science Visayas State University	P13,973.00	06-2	Permanent	Yes
	5/16/2016	12/31/2016	Administrative Aide VI	College of Agriculture and Food Science Visayas State University	P13, 504.00	06-2	Permanent	Yes
	1/1/2016	5/15/2016	Administrative Aide VI	College of Agriculture and Food Science Visayas State University	P13,378.00	06-1	Permanent	Yes
	1/1/2015	12/31/2015	Administrative Aide VI	College of Agriculture and Food Science Visayas State University	P12,921.00	06-1	Permanent	Yes
	1/1/2014	12/31/2014	Administrative Aide VI	College of Agriculture and Food Science Visayas State University	P12,921.00	06-1	Permanent	Yes
	5/16/2013	12/31/2013	Administrative Aide VI	College of Agriculture and Food Science Visayas State University	P12,921.00	06-1	Permanent	Yes
	1/1/2013	5/15/2013	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P11,519.00	04-3	Permanent	Yes
	1/1/2012	12/31/2012	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P11,519.00	04-3	Permanent	Yes
	1/1/2011	12/31/2011	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P10,753.00	04-3	Permanent	Yes
	1/1/2010	12/31/2010	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P9,848.00	04-3	Permanent	Yes
	1/1/2009	12/31/2009	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P9,069.00	04-3	Permanent	Yes
	1/1/2008	12/31/2008	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P8,087.00	04-2	Permanent	Yes
	1/1/2007	12/31/2007	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P7,352.00	04	Permanent	Yes
	1/1/2006	12/31/2006	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P6,684.00	04	Permanent	Yes
	12/1/2004	12/31/2005	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P6,522.00	04	Permanent	Yes
	3/1/2003	11/30/2004	Administrative Aide IV	College of Agriculture and Food Science Visayas State University	P6,522.00	-	Permanent	Yes
	12/17/2002	2/28/2003	Administrative Aide III	Public Information Office Visayas State University	P5,678.00	-	Permanent	Yes
	7/1/2001	12/16/2002	Administrative Aide III	Public Information Office Visayas State University	P5,540.00	-	Permanent	Yes
	1/1/2000	6/30/2001	Administrative Aide III	Public Information Office Visayas State University	P5,276.00	-	Permanent	Yes
	12/17/1999	12/31/1999	Administrative Aide III	Public Information Office Visayas State University	P4,796.00	-	Permanent	Yes
	1/1/1997	12/16/1999	Administrative Aide III	Public Information Office Visayas State University	P237.65/day	-	Casual	Yes
	1/1/1996	12/31/1996	Administrative Aide III	University Registrar Visayas State University	P225.27/day	-	Casual	Yes
	1/1/1994	12/31/1995	Administrative Aide III	University Registrar Visayas State University	P134.36/day	-	Casual	Yes
	7/1/1989	12/31/1993	Administrative Aide III	University Registrar Visayas State University	P98.00/day	-	Casual	Yes
	12/14/1987	6/30/1989	Administrative Aide III	University Registrar Visayas State University	P32.85/day	-	Casual	Yes
	3/1/1987	12/13/1987	Administrative Aide III	University Registrar Visayas State University	P22.90/day	-	Casual	Yes
	7/1/1986	2/28/1987	Administrative Aide III	University Registrar Visayas State University	P19.90/day	-	Casual	Yes
	1/1/1985	6/30/1986	Administrative Aide III	University Registrar Visayas State University	P18.10/day	-	Casual	Yes
	10/1/1984	12/31/1984	Administrative Aide III	University Registrar Visayas State University	P16.45/day	-	Casual	Yes
	7/16/1984	12/31/1984	Administrative Aide III	University Registrar Visayas State University	P16.00/day	-	Casual	Yes

(Continue on separate sheet if necessary)

- kelis

DATE \_\_\_\_\_

7/8/2019



**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / 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		

(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			
	Working Towards Personal Effectiveness	11/20/18	11/23/2018	32	Administrative/ Clerical	Cagayan de Oro, POAP-CSC
	Orientation of Clerks on Department-Based and HRMPs on Personnel Documents/Requirements	9/11/2017	-	8.0	Clerical	VSU University
	Procurement Planning Workshop	9/13/2016	-	8.0	Clerical	VSU University
	ISO 9001-2008 Orientation and Writeshop Among Clerks and Secretaries	9/21/2015	10/6/2015	88.0	Clerical	VSU University
	ISO 9001-2008 Orientation and Writeshop Among Faculty and Staff	9/15/2015		8.0	Clerical	VSU University
	On the Preparation & Processing of Documents Relative to Procurement	5/27/2015		8.0	Clerical	VSU University
	VSU Web Development Workshop	01/18/2015	01/21/2015	32	Clerical	OVRGEA-VSU
	Erasmus Mundus Action II Staff Training Programme	04/ 08/2013	05 / 05 /2013	240	Clerical	Masaryk University, Czech Republic
	Personality Development Seminar for Frontlines	09/ 20/2012	/ /	8	Clerical	ODAHRD-VSU
	Forum on Common Cancer Affecting Men and Women	08/09/2012	/ /	4	Clerical	VSU Hospital-CON-ODAHRD
	Reorientation Seminar of Frontliners	07/07/2011		8	Clerical	ODAHRD-VSU
	Seminar on Personality Development for Administrative Personnel	09/20/2011	/ /	8	Clerical	ODAHRD-VSU
	Health Awareness Forum on Diabetics & Hypertension and its Complications	09/09/2011	/ /	4	Clerical	ODAHRD-VSU Hospital
	4th Quarter State Universities and Colleges - Association of Colleges of Agriculture in the Philippines (SUC-ACAP) Executive Council Meeting	11/06/2010	11/07/2010	16	Clerical	VSU and SUC-ACAP, Inc.
	Seminar on Fund Transfer and Student Support Fund	10/08/2010	/ /	8	Clerical	National Science Consortium, DOST Accelerated S & T Human Resource Development Program,
	Training on RA 9184 and Its Revised IRR (Modules I, II and V)	07 / 29/2010	/ /	8	Clerical	VSU and DBM Reg. 08
	Seminar on Customer Service and Implementation of the Citizens' Charter	09/22/2009	/ /	8	Clerical	ODAHRD-VSU
	Seminar on the Use of Internet	04/12/2006	/ /	8	Clerical	ODAHRD-VSU
	Computer Training for EXCEL & Power Point	10/28/2003	10/30/2003	16	Clerical	HRMDO-DCST
	Career and Personality Development for Clerks and Other Administrative Staff	05/19/2003	05/20/2003	16	Clerical	HRMDO-VSU
	IGP Planning and Budgeting Seminar Workshop	11/15/2001	11/16/2001	16	Clerical	HRMDO-VSU
	Planning-Workshop on Accounting Updates and Procedures	06/24/1999	06/25/1999	16	Clerical	HRMDO-VSU
	Collegewide Ten-Year Development Planning-Workshop	01/13/1999	01/15/1999	24	Clerical	HRMDO-VSU
	Computer Training Program on Microsoft Word'97	10/28/1998	10/30/1998	24	Clerical	HRMDO-VSU
	Values Orientation Workshop (VOW)	09/01/1998	09/03/1998	24	Clerical	HRMDO-CSC
	Accomplishing the Performance Evaluation Report	07/24/1994		4	Clerical	HRMDO
	Training on Strengthening the Capability of ViSCA's Clerical Staff	06/17/1994	06/25/1994	24	Clerical	HRMDO
	Appointment Preparation and CSC Updates	02/04/1994		4	Clerical	HRMDO

(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		Model Clerk Award - August 11, 2006		ADPA
	Typing		Loyalty Award - 30 years, July 16, 1984-July 15, 2014		
	Singing				

(Continue on separate sheet if necessary)

SIGNATURE	<i>John</i>	DATE	7/8/2019	CS FORM 212 (Revised 2017) Page 3 of 4
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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.
Victor B. Asio	VSU, Baybay City, Leyte	(053)563-7435
Berta C. Ratilla	VSU, Baybay City, Leyte	(053) 563-7636
Suzette B. Lina	VSU, Baybay City, Leyte	(053)563-7652

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 No.

ID/License/Passport No.: V00486

Date/Place of Issuance: January 2, 2010

Signature (Sign inside the box)

July 2, 2019

Date/Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 09 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSANG C. GUINOCOR

VSU LEGAL PERSON Administering Oath

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