

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 () ☐ 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	MAALA		
FIRST NAME	RENATO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ANAJAO		
3. DATE OF BIRTH (mm/dd/yyyy)	4/20/1965	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 checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	30 de Diciembre St. House/Block/Lot No. Street Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.7	ZIP CODE	6521
8. WEIGHT (kg)	62		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	30 de Diciembre St. House/Block/Lot No. Street Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	B65GLRAM028	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0025-3648		
12. PHILHEALTH NO.	13-000015370-3		
13. SSS NO.		19. TELEPHONE NO.	(053) -563-8065
14. TIN NO.	104-768-747	20. MOBILE NO.	0995 850 0725
15. AGENCY EMPLOYEE NO.	V000305	21. E-MAIL ADDRESS (if any)	renato.maala@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DE VEYRA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MIRASOL	NAME EXTENSION (JR., SR) N/A	RICOFORT V. MAALA	9/22/1985
MIDDLE NAME	PRADO		RENMIR JAN V. MAALA	1/25/1994
OCCUPATION	N/A (DECEASED)			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MAALA			
FIRST NAME	DELFIN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	BATHAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ANAJAO			
FIRST NAME	CONSTANCIA			
MIDDLE NAME	TIMOGTIMOG			
(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	Liloan Centrtal School	Primary Education	1971	1977	N/A	1977	N/A
SECONDARY	Saint Ignatius Loyola Academy	High School	1977	1981	N/A	1981	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Franciscan College of the Immaculate Conception	Bachelor of Science in Commerce	1981	1985	N/A	1985	N/A
GRADUATE STUDIES	N/A						
(Continue on separate sheet if necessary)							

SIGNATURE		DATE	July 10, 2020
-----------	---	------	---------------

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
	Career Service Professional Exam.	70.3	8/3/1986	Maasin, Southern Leyte	N/A

(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.

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						
1/1/2020	Present	Registrar II	Visayas State University	32431.00	SG 15-2	Permanent	Yes
1/1/2019	12/31/2019	Registrar II	Visayas State University	30909.00	SG 15-2	Permanent	Yes
1/1/2017	12/31/2018	Registrar II	Visayas State University	27565.00	SG-15-1	Permanent	Yes
1/1/2016	12/31/2016	Registrar II	Visayas State University	26192.00	SG-15-1	Permanent	Yes
1/1/2016		Registrar II	Visayas State University	24887.00	SG-15-1	Permanent	Yes
3/2/2015	12/31/2015	Registrar I	Visayas State University	19302.00	SG-11-5	Permanent	Yes
3/1/2015		School Credits Evaluator	Visayas State University	19302.00	SG-11-5	Permanent	Yes
6/1/2012	2/28/2015	School Credits Evaluator	Visayas State University	19111.00	SG 11-14	Permanent	Yes
3/1/2012	5/31/2012	School Credits Evaluator	Visayas State University	17765.00	SG 11-4	Permanent	Yes
6/1/2011	2/29/2012	School Credits Evaluator	Visayas State University	17540.00	SG 11-3	Permanent	Yes
6/24/2010	5/31/2011	School Credits Evaluator	Visayas State University	16157.00	SG 11-3	Permanent	Yes
7/1/2009	6/23/2010	School Credits Evaluator	Visayas State University	14775.00	SG 11-3	Permanent	Yes
7/1/2008	6/30/2009	School Credits Evaluator	Visayas State University	13066.00	SG 11-2	Permanent	Yes
3/1/2009	6/30/2009	School Credits Evaluator	Visayas State University	13392.00	SG 11-2	Permanent	Yes
7/1/2008	2/28/2009	School Credits Evaluator	Visayas State University	13066.00	SG 11-2	Permanent	Yes
7/1/2007	6/30/2008	School Credits Evaluator	Visayas State University	11878.00	SG 11-2	Permanent	Yes
3/1/2006	6/30/2007	School Credits Evaluator	Visayas State University	10798.00	SG 11-1	Permanent	Yes
3/1/2003	2/28/2006	School Credits Evaluator	Leyte State University	10535.00	SG 11-1	Permanent	Yes
3/4/2002	2/28/2003	Clerk II	Leyte State University	6684.00	4-2	Permanent	Yes
7/1/2001	3/3/2002	Clerk II	Visayas State College of Agriculture	6522.00	4 -1	Permanent	Yes
1/1/2000	6/30/2001	Clerk II	Visayas State College of Agriculture	6211.00	4-1	Permanent	Yes
3/4/1999	12/31/1999	Clerk II	Visayas State College of Agriculture	5646.00	4-1	Permanent	Yes
7/1/1997	3/3/1999	Clerk I	Visayas State College of Agriculture	5630.00	3-1	Permanent	Yes
1/1/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	5000.00	3-1	Permanent	Yes
1/1/1995	12/3/1995	Clerk I	Visayas State College of Agriculture	4000.00	3	Permanent	Yes
7/1/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	3000.00	3	Permanent	Yes
1/1/1994	6/30/1994	Clerk I	Visayas State College of Agriculture	2978.00	3	Permanent	Yes
7/1/1991	12/31/1993	Clerk I	Visayas State College of Agriculture	2178.00	3	Permanent	Yes
7/1/1989	6/30/1989	Clerk I	Visayas State College of Agriculture	2156.00		Permanent	Yes
7/1/1988	6/30/1989	Clerk I	Visayas State College of Agriculture	762.00		Permanent	Yes
12/14/1987	6/30/1988/	Clerk	Visayas State College of Agriculture	722.70		Casual	Yes
3/1/1987	12/13/1987	Clerk	Visayas State College of Agriculture	503.80		Casual	Yes
7/1/1986	2/28/1987	Clerk	Visayas State College of Agriculture	437.80		Casual	Yes
7/8/1985	6/30/1986	Clerk	Visayas State College of Agriculture	398.20		Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE



DATE

July 10, 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 (Write in full)
		From	To		
None					

(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			
	Seminar-Workshop and 10th National Convention of the National Association of Registrars of State Universities and Colleges (NARSUC), Inc.	2/26/2019	2/28/2019	24.0	Technical	National Association of Registrars of State Universities and Colleges (NARSUC), Inc.
	Working Towards Personal Effectiveness	11/20/2018	11/23/2018	32.0	Technical	Personnel Officers Association of the Philippines, Inc.
	Data Appreciation Seminar	10/10/2016	10/10/2016	8	Skills	Visayas State University
	Reorientation Seminar of Frontliners	7/7/2011	7/7/2011	8.0	Skills	Visayas State University
	Total Quality Management Training Among Administrative Personnel	11/13/2009	11/14/2009	16.0	Quality	Visayas State University
	Seminar - Lecture on Clean Development Mechanism and Carbon Training	4/28/2009	4/28/09	1	Technical	Visayas State University
	Seminar Workshop in the Preparation of Citizen's Charter of Frontline	April 27,2009	April 28,2009	16.0	Quality	Visayas State University
	Seminar on EVCS, MIS, Program Application and Other Concerns for Registrars, Liason Officers MIS in-charge	6/24/2009	6/25/2009	16.0	Technical	Visayas State University
	School Records Management Seminar	Sept. 4, 2008	9-4-2008	8.0	Technical	Commission on Higher Education, Region 8
	Basic Customer Services Skills	10/10/2007	10/11/2007	16.0	Skills	Civil Service Commission, Region 8
	Workshop on Electronic Verification, Certification/Special Order Application and Issuance System (EVCS/SOASIS)	10/7/2007	10/7/07	8.0	Technical	Commission on Higher Education, Region 8
	Computer Training for Excel and Power Point Programs	10/28/2003	10/30/2003	24	Technical	Leyte State University
	Values Orientation Workshop	9/1/1998	9/3/1998	24.0	Skills	Leyte State University in Cooperation with CSC
	Strengthening the Capability of ViSCA'S Clerical staff	6/17/1994	6/18/1994	16	Skills	Visayas State College of Agriculture
	Seminar-Workshop on Wordstar 4 Professional	6/13/1991	9/19/1991	54	Technical	Franciscan College of the Immaculate Conception
	35th Regional Seminar Workshop on Records Management	8/6/1990	8/10/1990	40.0	Technical	Records Mgt. and Archives Office, Cebu City

(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)
			Exemplary Non-academic Performance Award (Non-Supervisory Level - Regular)		VSU Administrative Personnel Association
			awarded on July 31, 1998 at Visayas State College of Agriculture		VSU Credit Cooperative

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 10, 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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		ADDRESS
LINDA N. MARISCAL		VSU, Baybay City, Leyte
MARWEN A. CASTAÑEDA		VSU, Baybay City, Leyte
		563-7428
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.		
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: Company ID</div> <div>ID/License/Passport No.: V000305</div> <div>Date/Place of Issuance: 1-2-10 / VSU, Baybay City, Leyte</div>		<div><div>Signature (Sign inside the box)</div><div>7-10-2020</div><div>Date Accomplished</div></div> <div><div>PHOTO</div><div>Right Thumbmark</div></div>
SUBSCRIBED AND SWORN to before me this 13 JUL 2020, affiant exhibiting his/her validly issued government ID as indicated above.		
<div>ATTY. RYAN C. GUINOCOR VSU LEGAL OFFICER</div> <div>Person Administering Oath</div>		