

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 () a 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	Valenzona		
FIRST NAME	Nicolas Nelson	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Ramirez		
3. DATE OF BIRTH (mm/dd/yyyy)	6/22/1972	16. CITIZENSHIP	<input checked="" 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 Pls. indicate country:
5. SEX	<input checked="" type="checkbox"/> Male <input 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	STO. ROSARIO
7. HEIGHT (m)	153 cm	House/Block/Lot No.	Street
8. WEIGHT (kg)	46	Subdivision/Village	Bitanahuan
9. BLOOD TYPE	B+	Baybay	Barangay
10. GSIS ID NO.	2005554386	City/Municipality	Leyte
11. PAG-IBIG ID NO.	1212-0365-6683	ZIP CODE	6521
12. PHILHEALTH NO.	13-201518275-3	18. PERMANENT ADDRESS	STO. ROSARIO
13. SSS NO.	NONE	House/Block/Lot No.	Street
14. TIN NO.	708-186-768	Subdivision/Village	Bitanahuan
15. AGENCY EMPLOYEE NO.	V01136	Baybay	Barangay
		City/Municipality	Leyte
		ZIP CODE	6521
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09068766149
		21. E-MAIL ADDRESS (if any)	NONE

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Valenzona		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ria May	NAME EXTENSION (JR., SR)	Marcus Nico G. Valenzona	Nov. 7, 2020
MIDDLE NAME	Galvez			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Valenzona			
FIRST NAME	Fernando	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Monderondo	Sr.		
25. MOTHER'S MAIDEN NAME				
SURNAME	Ramirez			
FIRST NAME	Regina			
MIDDLE NAME	Alabat			

(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	Bitanahuan Elem. School	N/A	1980	1986	Graduated	1986	NONE
SECONDARY	Bitanahuan High School	N/A	1986	1990	Graduated	1990	NONE
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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 _____

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(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)

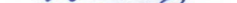
[illegible]

(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)
Playing Guitar	N/A	Administrative
Playing drum set		Personel Association
Singing		
cooking		
Art signing		

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	

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.
Marcho Bandalan	Baybay	
Merlito Bande	Marcos Baybay	
Hon. Mavel M. Olitres	Bitanahuan Baybay	

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.

PHOTO

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

Government Issued ID: TIKI

ID/License/Passport No.: 708-186-768

Date/Place of Issuance: 09/12/2017 Ormoc

Ad-2

Signature (Sign inside the box)

3/29/21

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 3/29/21, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
VSO Chief Legal Officer

Person Administering Oath

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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 16, 2016 to Present
- Position: Painter II
- Name of Office/Unit: Building and Housing Maintenance
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: VSU, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - a. Repair and maintenance of VSU Buildings
 - b. Construction of new Building
- Summary of Actual Duties
 - a. Painting of Classroom, Offices, Table, Cabinet, Chairs etc.
 - b. Prepare of Materials
 - c. To Inspection of Building damaged

- Duration: January 16, 2006 to Present
- Position: Administrative Aide V, Painter II
- Name of Office/Unit: Building and Housing Maintenance
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: VSU, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - a. Repair and maintenance of VSU Buildings
 - c. Construction of new Building
- Summary of Actual Duties
 - a. Supervise of workers site constructed area
 - b. To Assist the engineer to make plans
 - c. To Inspection of Building damaged

Attachment to CS Form No. 212


NICOLAS NELSON R. VALENZONA
(Signature over Printed Name
of Employee/Applicant)

Date: _____