

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	AMIHAN		
FIRST NAME	GUADA FE	NAME EXTENSION (JR, SR) N/A	
MIDDLE NAME	DALA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 13, 1982	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Manila	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 4 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	5'3	ZIP CODE	6521
8. WEIGHT (kg)	70 kgs		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Zone 4 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1670-0103-1907		
12. PHILHEALTH NO.	13-050060739-5	19. TELEPHONE NO.	N/A
13. SSS NO.	06-2559362-0	20. MOBILE NO.	09991714163
14. TIN NO.	249-907-227-000	21. E-MAIL ADDRESS (if any)	guadafe.amihan@vsu.edu.ph / sweetiefei88@gmail.com
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		Gabriel Audie Amihan	December 27, 2016
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	AMIHAN		
FIRST NAME	MONICO	NAME EXTENSION (JR, SR) JR.	
MIDDLE NAME	CANTEGA		
25. MOTHER'S MAIDEN NAME	DALA		
SURNAME	AMIHAN		
FIRST NAME	DOGINA		
MIDDLE NAME	TABO		

(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	VISCA FOUNDATION ELEM. SCHOOL	PRIMARY EDUCATION	1988	1995	N/A	1995	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1995	1999	N/A	1999	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS MAJOR IN BUSINESS MANAGEMENT	1999	2004	N/A	2004	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/18/2023
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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
	Civil Service Examination (Sub-Professional)		August 7, 2022	Maasin City	N/A
	Civil Service Examination (Professional)		August 20, 2023	Maasin City	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE

12/18/2023

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		
	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			
	QMS Risk Assessment and ISO Documentation Training	01 /16 /2019	01 /17 /2019	16 hours	DdRC	AGF Training and Consulting Group- Philippines
	Orientation-Workshop for JO Clerks and Laboratory Technicians	01 / 15 /2019	01 / 15 /2019	8 hours	Administrative	VSU-ODAHRD
	Training on Identification of proper and complete items Technical Specifcation and parameters and Orientation of the Purchase Request (PR) Module	08 /28 /2020	08 /28 /2020	8 hours	Administrative	BAC
	ISO 9001:2015 Awareness/Re-awareness Webinar	27/11/2020	11 / 27 /2020	8 hours	DdRC	QAC
	Re-orientation of Employees' Duties and Responsibilities and Good Customer Service	23/09/2021	10/ 23 /2021	8 hours	Administrative	ODHRM
	ISO 9001:2015 AWARENESS and RE-AWARENESS SEMINAR	08 /30 /2022	08 /30 /2022	8 hours	DdRC	QAC
	Re-Orientation on the Documentary Requirements for Financial and Administrative Transactions for Clerks and/or dDRCs/adDRCs	12/05/2022	12/05/2022	8 hours	DdRC	ODHRM
	Training on Republic Act 9184 and Its 2016 Revised Implementing Rules and Regulations for the Visayas State University	08/22/2023	08/24/2023	3 days	Administrative	BAC
	Frontline and Excellent Customer Service	10/10/2023	10/13/2023	3 days	Administrative	Personnel Officers Association of the Phils. Inc. (POAP)
	5s Revolution for Clerks and Heads	11/29/2023	11/29/2023	8 hours	Administrative	HRMO
	HRIS Software Onboarding	12/06/2023	12/06/2023	8 hours	Administrative	ICTMC

(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 SKILLS		N/A		N/A
	TYPING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/18/2023
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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:

432

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ROSARIO P. ABELA	VSU, VISCA, Baybay City, Leyte	(+63) 918 364-1159
CHARIS L. RIVERA	VSU, VISCA, Baybay City, Leyte	09485105847
SHALOM GRACE S. VEGA	VSU, VISCA, Baybay City, Leyte	09753403552

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:

TIN No.

ID/License/Passport No.:

249-907-227-000

Date/Place of Issuance:

Mandaue City

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this **28 DEC 2023**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

VSU 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: 1/31/2023 - Present
- Position: Administrative Clerk – Junior High School (Casual)
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Shalom Grace S. Vega
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
 1. Prepare all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, stipend of scholars, DTR printing, vouchers, payroll, travel documents , etc)
 2. Maintain cleanliness and orderliness of the office and reception area.
 3. Prepare faculty report of actual teaching load and individual faculty workload.
 4. Coordinate office and administrative activities particularly storing, retrieving. and integrating information.
 5. Disseminate department meetings and seminars.
 6. Receive and relay IP messages and telephone calls for faculty and staff.
 7. Maintain and record filing system of the office.
 8. Assist faculty members in the printing of grades sheets.
 9. Perform other functions as assigned by the department head.
- Duration: 1/16/2018 – 1/31/2023
- Position: Administrative Clerk – Junior High School (Job Order)
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
 10. Prepare all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, stipend of scholars, DTR printing, vouchers, payroll, travel documents , etc)
 11. Maintain cleanliness and orderliness of the office and reception area.
 12. Prepare faculty report of actual teaching load and individual faculty workload.
 13. Coordinate office and administrative activities particularly storing, retrieving. and integrating information.
 14. Disseminate department meetings and seminars.
 15. Receive and relay IP messages and telephone calls for faculty and staff.

16. Maintain and record filing system of the office.
17. Assist faculty members in the printing of grades sheets.
18. Perform other functions as assigned by the department head.

- Duration: 11/3/2018 - 12/31/2018
- Position: Administrative Staff – Job Order
- Name of Office/Unit: Office of the Head of Records and Archives
- Immediate Supervisor: Ms. Asteria Sevilla
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties

1. Responsible for maintaining the company records in a complete and orderly manner, according to the organization's filing systems

Attachment to CS Form No. 212


GUADA FE D. AMIHAN

(Signature over Printed Name
of Employee/Applicant)

Date: 12/18/2023