

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.

T. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MARTIREZ		
FIRST NAME	VICENTE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CODOG		
3. DATE OF BIRTH (mm/dd/yyyy)	11/10/1970	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: Philippines
4. PLACE OF BIRTH	ORMOC, CITY	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 checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	ZONE 1 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.62	ZIP CODE	6521
8. WEIGHT (kg)	84		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	ZONE 1 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	CM3381218	ZIP CODE	6521
11. PAG-IBIG ID NO.	121054781464		
12. PHILHEALTH NO.	13-000015685-0		
13. SSS NO.	0640160779	19. TELEPHONE NO.	N/A
14. TIN NO.	116-625-507	20. MOBILE NO.	09319701172
15. AGENCY EMPLOYEE NO	N/A	21. E-MAIL ADDRESS (if any)	martirez.codo@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MARTIREZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARIA MELBA	NAME EXTENSION (JR., SR)	MELVINCE R. MARTIREZ	5/14/1995
MIDDLE NAME	ROM		JENNIFER R. MARTIREZ	1/12/1998
OCCUPATION	BRGY. KAGAWAD		MARIAN R. MARTIREZ	10/12/2007
EMPLOYER/BUSINESS NAME	BRGY. GUADALUPE BRGY. COUNCIL			
BUSINESS ADDRESS	BRGY. GUADALUPER, BAYBAY CITY			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MARTIREZ			
FIRST NAME	CRISPOLO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ATIENZO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CODOG			
FIRST NAME	ADELAIDA			
MIDDLE NAME	ABAYON		(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	ALEGRIA COMMUNITY SCHOOL	ELEMENTARY EDUCATION	1978	1983	GRADUATE	1983	N/A
SECONDARY	ORMOC CITY HIGH SCHOOL	SECONDARY EDUCATION	1983	1987	GRADUATE	1987	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	WESTERN LEYTE COLLEGE	TWO YEAR JUNIOR SECRETARIAL COURSE	1987	1989	GRADUATE	1989	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A		N/A


(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	03-30-2023

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	03-30-2023
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03-30-2023

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		
	SBCMT ARMY RESERVIST	11/11/2017	3/2/2018	240 HRS	ARMY RESERVIST

(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)

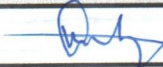
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	HANDS-ONLY CARDIOPULMONARY RESUSCITATION	7/21/2022	7/21/2022	4 HRS	TECHNICAL	DOH- USHER
	SECURITY TRAINING COURSE	5/18/2022	5/25/2022	64 HRS	TECHNICAL	JVO DYNAMIC SECURITY TRAINING ACADEMY
	FIRE SUPPRESSION DRILL	2/21/2022	2/21/2022	8 HRS	TECHNICAL	BUREAU OF FIRE PROTECTION
	ISO 9001:2015 AWARENESS/ RE-AWARENESS WEBINAR	11/27/2020	11/27/2020	8 HRS	TECHNICAL	VSU, VISCA, BAYBAY CITY
	COMMUNITY BASED TRAINING FOR OPLAN SAGIP	1/16/2018	1/17/2018	16 HRS	TECHNICAL	DSWD, CHO, PNP, BAYBYA CITY
	SBCMT ARMY RESERVIST TRAINING	11/11/2017	3/2/2018	240 HRS	TECHNICAL	RCDG, ARRES.COM, ORMOC CITY
	BDRRM PLANNING WORKSHOP	4/5/2017	4/6/2017	16 HRS	TECHNICAL	DILG, BAYBYA CITY
	MAGPANGGUAPA BRGY. ELECTRICIANS IN ELECTRICAL INSTALLATIONS	11/18/2014	11/19/2014	16 HRS	TECHNICAL	VSU, COLLEGE OF ENGINEERING DEPARTMENT OF MECHANICAL ENGINEERING




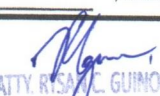

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	PROBLEM SOLVING		N/A		KABALIKAT CIVICOM 938 CHAPTER BAYBAY CITY
	COMPLAINT HANDLING SKILLS				KARANCHO LEYTE NORTE BAYBAY CITY
	SAFETY AND SECURITY				
	LOSS PREVENTION PROCEDURE				
	EMERGENCY RESPONSE				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03-30-2023
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MONICO C. AMIHAN JR.</td> <td>BRGY. GUADALUPE, BAYBAY CITY</td> <td>9089930537</td> </tr> <tr> <td>ALEXANDER A. ABUNGAN</td> <td>BRGY. GUADALUPE, BAYBAY CITY</td> <td>9267644289</td> </tr> <tr> <td>DARIO P. LINA</td> <td>VSU, BAYBAY CITY, LEYTE</td> <td>9566807275</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MONICO C. AMIHAN JR.	BRGY. GUADALUPE, BAYBAY CITY	9089930537	ALEXANDER A. ABUNGAN	BRGY. GUADALUPE, BAYBAY CITY	9267644289	DARIO P. LINA	VSU, BAYBAY CITY, LEYTE	9566807275
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>DRIVER'S LICENSE</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H03-04-001333</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>11/2018 / ORMOC CITY</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	DRIVER'S LICENSE	ID/License/Passport No.:	H03-04-001333	Date/Place of Issuance:	11/2018 / ORMOC CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  VICENTE C. MARTINEZ Signature (Sign inside the box) 03-30-2023 Date Accomplished </td> </tr> </table>	 VICENTE C. MARTINEZ Signature (Sign inside the box) 03-30-2023 Date Accomplished	
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>SUBSCRIBED AND SWORN to before me this 04 MAY 2023, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  ATTY. RISA C. GUINOCOR Atty. in Charge / Legal Officer Person Administering Oath </div> </div> <div style="width: 45%; text-align: center;">  Right Thumbmark </div> </div>													

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

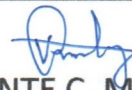
- Duration: April 16, 2019 - Present
- Position: Security Guard JO
- Name of Office/Unit: UDRRMSSO
- Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
 - Fire & Earthquake Drill Activity
- Summary of Actual Duties
 - Responsible for securing the safety of the University personnel, staffs, students, residents & properties. Checking every person/ vehicle who will enter the VSU Campus.

- Duration: January 1, 2017 – August 1, 2018
- Position: Barangay Chief Tanod
- Name of Office/Unit: Brgy. Guadalupe Baybay City, Leyte
- Immediate Supervisor: Brgy. Captain Alexander A. Abungan
- Name of Agency/Organization and Location: Brgy. Guadalupe Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Conduct Roving, manning the traffic flow, supervising my subordinates and making reports

- Duration: January 1, 2010 – December 31, 2016
- Position: Barangay Tanod
- Name of Office/Unit: Brgy. Guadalupe Baybay City, Leyte
- Immediate Supervisor: Brgy. Captain Alexander A. Abungan
- Name of Agency/Organization and Location: Brgy. Guadalupe Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

- Conduct Roving, manning the traffic flow & the post at night

- Duration: January 1, 1990 – December 31, 2004
- Position: Utility Worker
- Name of Office/Unit: VISCA, HOSTEL
- Immediate Supervisor: Roberta Lauzon
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Assisting clients for check-in
 - Cleaning Rooms and surroundings



VICENTE C. MARTIREZ

(Signature over Printed Name
of Employee/Applicant)

Date: 03-30-2023