

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	VERGARA		
FIRST NAME	RAFAEL	NAME EXTENSION (JR., SR) Jr.	
MIDDLE NAME	BARINA		
3. DATE OF BIRTH (mm/dd/yyyy)	07/04/1970	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	Poblacion Badian Cebu	If holder of dual citizenship, please indicate the details.	Cote d'Ivoire
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	Apartment 67 Extension Kilbourne Street House/Block/Lot No. Street VSU, Visca Barangay Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	165 cms.	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A Poblacion Subdivision/Village Barangay Badian Cebu City/Municipality Province ZIP CODE 6031
8. WEIGHT (kg)	68 kg.		
9. BLOOD TYPE	"O"		
10. GSIS ID NO.	CM 3884167		
11. PAG-IBIG ID NO.	1700-0026-9233	19. TELEPHONE NO.	053 563-9954
12. PHILHEALTH NO.	13-000015608-7	20. MOBILE NO.	09471411030
13. SSS NO.	06-1306527-0	21. E-MAIL ADDRESS (if any)	rafael.vergara@vsu.edu.ph
14. TIN NO.	917-640-666		
15. AGENCY EMPLOYEE NO.	V00453		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SALUNDAGUIT		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CAROLINA	NAME EXTENSION (JR., SR)	CARYL FAITH S. VERGARA	09/06/1996
MIDDLE NAME	MATAS		APRIL JOY S. VERGARA	18/04/1998
OCCUPATION	Community Organizer		KENT S. VERGARA	13/10/2001
EMPLOYER/BUSINESS NAME	Coalition of Services for Elderly (MESERIOR)		N/A	N/A
BUSINESS ADDRESS	Quezon City		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	VERGARA		N/A	N/A
FIRST NAME	RAFAEL	NAME EXTENSION (JR., SR) SR.	N/A	N/A
MIDDLE NAME	EMPLEO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	BARINA		N/A	N/A
FIRST NAME	DULCESIMA		N/A	N/A
MIDDLE NAME	BATOMALAUQUE		(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	BADIAN CENTRAL ELEMENTARY SCHOOL	ELEMENTARY	01/06/1977	01/04/1982	N/A	1982	3rd Honorable Mention
SECONDARY	BADIAN NATIONAL HIGH SCHOOL	SECONDARY	01/06/1982	01/04/1986	N/A	1986	Diploma
VOCATIONAL / TRADE COURSE	None	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SAN JOSE RECOLETOS	BACHELOR OF ARTS- major in Pol. Sci.	01/06/1987	01/04/1991	N/A	Apr-91	Diploma
GRADUATE STUDIES	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	MASTER IN EDUCATION - major in Guidance and Counseling	01/06/2013	31/10/2014	23 UNITS	N/A	N/A

SIGNATURE		DATE	July 14, 2025
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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		
	Coalition of Services of Elderly (COSE)	27/04/2022	28/04/2022	16 hrs.	Training Facilitator (Digital Literacy Training)
	LSU Administrative Personnel Association	17/05/2014	6/24/20216		LSUAAdPA (Member of the Board of Directors)

(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			
	Orientation and Re-orientation of Guidelines and Procedures on Processing/ Services of the Offices Under Administrative Services (AS)	08/04/2025	08/04/2025	8 hrs.	Technical	Visayas State4 University
	Public Financial Management Workshop 2024	09/18/2024	09/20/2024	24 hrs.	Technical	Visayas State4 University
	ISO 9001:2015 Awareness & Re-awareness Seminar	09/19/2024	09/19/2024	8hrs.	Technical	Visayas State4 University
	Seminar/ Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/ 2024	16 hrs,	Technical	Visayas State4 University
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University Personnel	07/29/2024	07/29/2024	8 hrs.	Technical	Visayas State4 University
	HRIS Software Onboarding	12/6/2023	12/6/2023	8 hrs.	Technical	Visayas State University
	5S Revolution for Clerks and Heads	11/29/2023	11/29/2023	8 hrs.	Technical	Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8 hrs.	Technical	Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	02/15/2023	02/15/2023	8 hrs.	Technical	Visayas State University
	Attaining Work- Life Balance and Productivity	11/09/2022	11/11/2022	24 hrs.	Technical	Personnel Officers Association of the Philippines, Inc.
	Orientation / Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	8 hrs.	Technical	Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/30/2022	08/31/2022	16 hrs.	Technical	Visayas State University
	18-Day Campaign to End Violence Against Women	12/08/2021	12/08/2021	8 hrs.	Technical	Visayas State University
	Records Management Including HR Records	07/14/2021	07/16/2021	24 hrs.	Technical	Personnel Officers Association of the Philippines, Inc.
	Human Resource Information System	11/13/2020	11/13/2020	3 hrs.	Technical	Visayas State University
	Workshop in Preparation for Level III Phase 2 AACCP Accreditation	06/20/2017	06/21/2017	16 hrs.	Technical	Visayas State University
	Procurement Act Orientation	09/09/2016	09/10/2016	8 hrs.	Technical	Visayas State University
	Procurement Planning Workshop	09/13/2016	09/13/2016	8 hrs.	Technical	Visayas State University
	Anti-Sexual Harassment Orientation for the Faculty and Staff of the College of Engineering	06/15/2016	06/15/2016	8 hrs.	Technical	Visayas State University

(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)
	Singing		VSU Loyalty Award (For serving 25 years of continuous in service)		Couple for Christ
	Dancing		VSU Loyalty Award (For serving 15 years of continuous in service)		Knight of Columbus
			VSU Loyalty Award (For serving 10 years of continuous in service)		Administrative Personnel Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 14, 2025
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? 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)? YES NO

If YES, give details: _____

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: _____

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? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

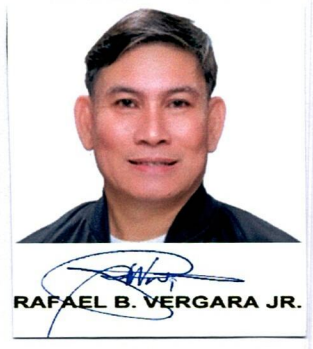
If YES, please specify ID No: _____

c. Are you a solo parent? YES NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
PROF. WINSTON M. TABADA	VSU, VISCA, BAYBAY, LEYTE	053 563-7068
PROF. MANOLO B. LORETO	VSU, VISCA, BAYBAY, LEYTE	053 563-2642
Dr, MAGDALENE C. UNAJan	VSU, VISCA, BAYBAY, LEYTE	63 53 0600 local 1022



PHOTO


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: **Unified Multi-Purpose ID/ GSIS**

ID/License/Passport No.: **H03-03-050635**

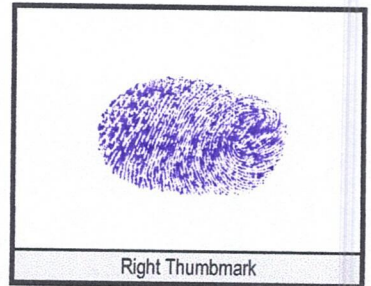
Date/Place of Issuance: **April 7, 2019**




Signature (Sign inside the box)

JULY 17, 2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this 18 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. KAREN ABEGAIL S. MONTERON
VSU Director, Legal Affairs and Services

Person Administering Oath

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: February 17, 2021 – present
- Position: Administrative Aide VI
- Name of Office/Unit: Instructional Materials Development Office
- Immediate Supervisor: Dr. Mark Gil A. Vega
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Assisted in the preparation of the different Seminar-Training Workshops spearhead by the Instructional Materials Development Office and Instruction and Evaluation Office.
 - Facilitated the face-to-face Teacher's Performance Evaluation of Students (TPES) to all faculty of VLHS and VSU Component Colleges.
 - Assisted the different conferences, seminar-workshops and meetings held at the VSU Smart Classroom Building.
 - Assisted in the preparation for the renewal of the NBDB certification.

- Summary of Actual Duties
 - Types coordinating communications and other documents for and in behalf of the Head, prepares recommendations & other supporting papers of the office head for his attendance of trainings, seminar-workshop and conferences (local, national and international, prepares and facilitates financial documents, and others (e.g reimbursements, liquidations, cash advances, payrolls, documents for travel, etc.) for Head's signature, assists in the preparation of the IPCR of the office head and facilitates the In-charge of the printing and encoding of the faculty IPCRs, assists in the encoding and printing of the department OPCR, conducts Teaching Performance Evaluation to the assigned department, entertain clients and stakeholders and ensure that their concerns are acted to by faculty, performs other related tasks as maybe assigned from time to time. Prepares PPMP of the office.
 - In-charge of the operation of the VSU Smart Classroom such as the utilization and schedule of the different colleges and academic department activities held at the Smart Classroom.


RAFAEL B. VERGARA JR.
 (Signature over Printed Name
 of Employee/Applicant)

Date: July 14, 2021