

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 () and 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	GULLES		
FIRST NAME	JOHN ALLAN		
MIDDLE NAME	ALAYON		
3. DATE OF BIRTH (mm/dd/yyyy)	11/15/1998	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	SAINT BERNARD, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" 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	House/Block/Lot No. Street Sabando Compound Gabas Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	5'4"	ZIP CODE	6521
8. WEIGHT (kg)	59kg		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Panian Subdivision/Village Barangay Saint Bernard Southern Leyte City/Municipality Province
10. GSIS ID NO.	2006126578	ZIP CODE	6616
11. PAG-IBIG ID NO.	921271520585		
12. PHILHEALTH NO.	13-251714551-7		
13. SSS NO.	34-9556711-3	19. TELEPHONE NO.	N/A
14. TIN NO.	779-385-738	20. MOBILE NO.	+63961-240-3739
15. AGENCY EMPLOYEE NO.	V02060	21. E-MAIL ADDRESS (if any)	allan.gulles@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	NONE	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GULLES			
FIRST NAME	JOVITO ANATALIO			
MIDDLE NAME	TANTUAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALAYON			
FIRST NAME	ANALIZA			
MIDDLE NAME	ESTEVES		(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	PANIAN ELEMENTARY SCHOOL	N/A	2005	2011	Graduated	2011	Salutatorian
SECONDARY	HIMBANGAN NATIONAL HIGHSCHOOL	N/A	2014	2015	Graduated	2015	With Distinction
	STA. ANASTACIA SAN RAFAEL NATIONAL HIGHSCHOOL	N/A	2014	2014	4th Year	N/A	N/A
	CRISTO REY REGIONAL HIGHSCHOOL	N/A	2011	2014	3rd Year	N/A	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS CIVIL ENGINEERING	2015	2020	Graduated	2020	NONE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/26/23
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IV. CIVIL SERVICE ELIGIBILITY					
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[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/24/22
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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		
	VISAYAS STATE UNIVERSITY BOARD OF REGENTS	8/1/2017	7/31/2019	N/A	STUDENT REGENT
	Phillippine Institute of Civil Engineers, Inc	2/6/2022	Present	N/A	Regular Member
	Visayas State Alumni Association	08/20/2022	Present	N/A	Regular Member

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[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)
Reading Good Books	VSU Leadership Award Nominee 2020	Philippine Institute of Civil Engineers- VSU Student Chapter
Estimates/Quantity Surveying	Ignacio Gimenez Fellow	Philippine Institute of Civil Engineers- Inc.
Can Operate Computer Aided Design Softwares	Junior Civil Engineers Leadership Badge Awardee	VSU Alumni Association

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	01/26/23

<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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. ALELI A. VILLOCINO</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>aleli.villocino@vsu.edu.ph</td> </tr> <tr> <td>ENGR. HANZEL N. MEJIA</td> <td>INOPACAN, LEYTE</td> <td>hanzel.mejia@vsu.edu.ph</td> </tr> <tr> <td>REYNARIO C. RUIZ, JR.</td> <td>SOGOD, SOUTHERN LEYTE</td> <td>9095248085</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. ALELI A. VILLOCINO	VISCA, BAYBAY CITY, LEYTE	aleli.villocino@vsu.edu.ph	ENGR. HANZEL N. MEJIA	INOPACAN, LEYTE	hanzel.mejia@vsu.edu.ph	REYNARIO C. RUIZ, JR.	SOGOD, SOUTHERN LEYTE	9095248085
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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>Passport</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>P8182407B</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>November 16, 2021/Tacloban 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:	Passport	ID/License/Passport No.:	P8182407B	Date/Place of Issuance:	November 16, 2021/Tacloban City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;"> Signature (Sign inside the box) <div style="text-align: center;">07/26/23</div> Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) <div style="text-align: center;">07/26/23</div> Date Accomplished	
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<p>SUBSCRIBED AND SWORN to before me this 18 SEP 2023, affiant exhibiting his/her validly issued government ID as indicated above.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer </td> </tr> <tr> <td style="text-align: center;"> Person Administering Oath </td> </tr> </table>		 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
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PHOTO

Right Thumbmark

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: January 2023 - present
- Position: Head
- Name of Office/Unit: Instrumentation and Laboratory Equipment Unit
- Immediate Supervisor: Engr. Mario Lilio Valenzona
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte, 6521

- Summary of Actual Duties

1. Prepares the university-wide master list of equipment and the calibration and maintenance plan of all equipment and laboratory instruments of the university;
2. Submits to ODPP Director the calibration and maintenance plan with corresponding budgetary requirements;
3. Oversees, monitors, and evaluates the performance of the Instrumentation and Laboratory Equipment Maintenance and Calibration Team (ILEMCT);
4. Supervises equipment maintenance and calibration activities in accordance to the maintenance and calibration plan;
5. Perform other functions that may be assigned from time to time by the immediate Supervisor/Director.

- Duration: September 2022 – present
- Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte, 6521

- Summary of Actual Duties

1. Teaches assigned subjects and performs other teaching related functions
2. Performs research and/or extension functions
3. Performs administrative functions (if applicable)
4. Performs other functions assigned by the supervisor

- Duration: May 2022 – September 2022
- Position: Site Civil Engineer
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Engr. Aljun A. Gules
- Name of Agency/Organization and Location: G.BAGA Construction Services, Cavite, Philippines

- Summary of Actual Duties

Inspect facilities and analyze operational data, maintain compliance with safety and regulatory standards, compile estimates for technical and material requirements for project development, determine and present estimates of operational costs, evaluate operations and processes, suggest process and

technical design changes to improve performance and efficiency, implement improvements to designs and processes, among others.

- Duration: September 2020 – July 2021
- Position: Part – time Instructor
- Name of Office/Unit: Institute of Arts and Sciences
- Immediate Supervisor: Dr. Elvie E. Duran
- Name of Agency/Organization and Location: Southern Leyte State University, Sogod, Southern Leyte
 - Summary of Actual Duties
 1. Teaches assigned subjects and performs other teaching related functions
 2. Performs administrative functions (if applicable)
 3. Performs other functions assigned by the supervisor



JOHN ALLAN A. GULLES

(Signature over Printed Name
of Employee/Applicant)

Date: 07/26/23