

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	Gayanilo		
FIRST NAME	Ma. Fe	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Limsiaco		
3. DATE OF BIRTH (mm/dd/yyyy)	12/18/1974	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	Hinigaran, Negros Occidental	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Apt. 43 Kilbourne House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	1.00	18. PERMANENT ADDRESS	Lopez Jaena House/Block/Lot No. Street Talaban Subdivision/Village Barangay HIMAMAYLAN NEGROS OCCIDENTAL City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	NULL
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	921-172-3086
12. PHILHEALTH NO.	N/A	21. E-MAIL ADDRESS (if any)	ma.fe.gayanilo@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	910237140		
15. AGENCY EMPLOYEE NO.	V00626		


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Gayanilo		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Joey	NAME EXTENSION (JR., SR) Sr.	N/A	N/A
MIDDLE NAME	Gello-ano			
OCCUPATION	Inventory Controller			
EMPLOYER/BUSINESS NAME	SACO			
BUSINESS ADDRESS	Saudi Company for Hardware, Thakasussi St. Riyadh,			
TELEPHONE NO.				
24. FATHER'S SURNAME	Limsiaco			
FIRST NAME	Renato	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Garanchon			
25. MOTHER'S MAIDEN NAME	Labioso, Erlinda Mijares			
SURNAME	Limsiaco			
FIRST NAME	Erlinda			
MIDDLE NAME	Labioso		(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	Talaban Elem. School	Elementary	0	1987		1987	N/A
SECONDARY	Stella Maris Academy	High School	0	1991		1991	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Binalbagan Catholic College	Bachelor of Science in Management	0	1996		1996	N/A
GRADUATE STUDIES	Graduate Studies	Master of Business Administration	0				N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/16/2025
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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	Date of Validity
CSC Professional	80.78	08/07/2022	SJC, Maasin City	N/A	08/07/2022
CSC Sub-Professional	80.01	05/15/2015	Tacloban City	N/A	05/15/2015

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2025		Administrative Aide VI	Visayas State University	19,098.00	6-2	Permanent	Y
01/01/2025		Administrative Aide VI	Visayas State University	19,098.00	6-2	Permanent	Y
08/02/2024		Administrative Aide VI	Visayas State University	18,396.00	6-2	Permanent	Y
01/01/2024		Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
01/01/2022		Administrative Aide VI	Visayas State University	16,877.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,735.00	4-4	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,511.00	4-2	Permanent	Y
03/16/2020		Administrative Aide IV	Visayas State University	13,914.00	4-2	Permanent	Y
01/01/2020	03/15/2020	Administrative Aide IV	Visayas State University	13,914.00	4-2	Permanent	Y
01/01/2019		Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide IV	Visayas State University	12,674.00	4-1	Permanent	Y
03/16/2017	12/31/2017	Administrative Aide IV		12,155.00	4-1	Permanent	Y
01/01/2017		Administrative Aide III		11,387.00	3-1	Permanent	Y
01/01/2017	03/15/2017	Administrative Aide III		11,589.00	3-3	Permanent	Y
03/01/2016	12/31/2016	Administrative Aide III		10,883.00	3-1	Permanent	Y
01/01/2014	02/29/2016	Administrative Aide IV		508.23	-	Casual	Y
07/01/2013	12/31/2013	Administrative Aide IV		470.82	-	Casual	Y
04/01/2012	06/30/2013	Administrative Aide IV		433.45	-	Casual	Y
01/01/2011	03/31/2012	Administrative Aide II		372.23	-	Casual	Y
01/01/2010	12/31/2010	Administrative Aide II		338.45	-	Casual	Y
07/01/2008	12/31/2009	Administrative Aide III		304.68	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide II		277.00	-	Casual	Y
03/01/2004	06/30/2007	Administrative Aide II		251.82	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/16/2025
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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		
	N/A	N/A	N/A	N/A	N/A

(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			
	Regional Seminar-Workshop on Basic Records and Archives Management	02/20/2024	02/22/2025	24	Technical	National Archives of the Philippines
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	HRMO Visayas State University
	Orientation on Guidelines for Foreign Travel of State Universities and Colleges (SUCs) Personnel-Visayas Leg on 21 September 2023 in Bacolod City, Philippines	09/21/2023	09/21/2023	8	Technical	CHED-IAS
	Training-Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Technical	Office of the Vice President for Planning, Resource Generation and Auxiliary Services, Visayas State University
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/29/2023	08/29/2023	8	Technical	HRMO Visayas State University
	2023 Visayas-wide Continuing Professional Education for HR Practitioners	03/06/2023	03/08/2023	16	Supervisory	Civil Service Commission Region VI
	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	Technical	HRMO Visayas State University
	2022 Regional Congress of Human Resource Management Practitioner in Eastern Visayas	08/24/2022	08/26/2022	24	Supervisory	CSC ROVIII
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	HRMO Visayas State University
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	09/13/2021	09/13/2021	8	Technical	HRMO Visayas State University
	Training on Identification of Proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Request Module of the Sprrmis	08/28/2020	08/28/2020	8	Technical	VSU
	2020 Regional Congress of HRMP's	02/26/2020	02/27/2020	16	Supervisory	CSC ROVIII
	2019 Public Sector HR symposium "Moving Together Towards Ambisyon Natin 2040"	07/24/2019	07/26/2019	16	Supervisory	CSC-Region 8-CSI
	Career Planning and Development	09/04/2018	09/07/2018	32	Technical	POAP
	Records Management Training	07/06/2017	07/07/2017	16	Technical	VSU-HRMO
	Eastern Visayas Regional Congress of Human Resource Management Practitioners	04/04/2017	04/05/2017	16	Supervisory	CSC Region VIII

(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)
	N/A		N/A		N/A


(Continue on separate sheet if necessary)







SIGNATURE		DATE	05/16/2025
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V. WORK EXPERIENCE

[illegible]

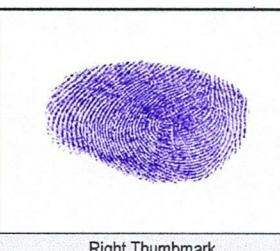
(Continue on separate sheet if necessary)

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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No _____ PWD</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>Lourdes B. Cano</td> <td>Brgy. San Isidro, Baybay City, Leyte</td> <td>09176341502</td> </tr> <tr> <td>Lourdes C. Managbanag</td> <td>Brgy. Ga-as, Baybay City, Leyte</td> <td></td> </tr> <tr> <td>Asteria A. Sevilla</td> <td>Brgy. Tinag-an, Albueria, leyte</td> <td>09665320029</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Lourdes B. Cano	Brgy. San Isidro, Baybay City, Leyte	09176341502	Lourdes C. Managbanag	Brgy. Ga-as, Baybay City, Leyte		Asteria A. Sevilla	Brgy. Tinag-an, Albueria, leyte	09665320029
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Lourdes C. Managbanag	Brgy. Ga-as, Baybay City, Leyte												
Asteria A. Sevilla	Brgy. Tinag-an, Albueria, leyte	09665320029											
<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>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: TIN</td> </tr> <tr> <td>ID/License/Passport No.: 910237140</td> </tr> <tr> <td>Date/Place of Issuance: 01/30/1998 / Bacolod city, Negros Island</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: TIN	ID/License/Passport No.: 910237140	Date/Place of Issuance: 01/30/1998 / Bacolod city, Negros Island	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;">  Signature (Sign inside the box) 05/16/2025 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) 05/16/2025 Date Accomplished							
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 Signature (Sign inside the box) 05/16/2025 Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this 16 MAY 2025, 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. KAREN ABIGAIL S. MONTERON VSU Director, Legal Affairs and Services </td> </tr> <tr> <td style="text-align: center;"> Person Administering Oath </td> </tr> </table>		 ATTY. KAREN ABIGAIL S. MONTERON VSU Director, Legal Affairs and Services	Person Administering Oath										
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Person Administering Oath													



MA. FE L. GAYANILO
PHOTO



Right Thumbmark

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: April 19, 1999 – December 31, 2024
- Position: Messenger (Casual)
- Name of Office/Unit: Office of the Director for Administrative Affairs and Human Resource Development
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy. Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Assist in the Development of the Faculty & Staff.
- Summary of Actual Duties
 - Responsible in the processing of the request of Faculty & Staff related to learning & Development.
 - Assist the ODAHRD Director in the conduct of In-house Training

- Duration: January 1, 2005-January 07, 2007
- Position: Administrative Aide II (Casual)
- Name of Office/Unit: Office of the Director for Administrative Affairs and Human Resource Development
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy. Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Assist in the Development of the Faculty & Staff.
- Summary of Actual Duties
 - Responsible in the processing of the request of Faculty & Staff related to learning & Development.
 - Assist the ODAHRD Director in the conduct of In-house Training

- Duration: January 1, 2012-January December 31, 2016
- Position: Administrative Aide IV (Casual)
- Name of Office/Unit: Office of the Director for Administrative Affairs and Human Resource Development
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy. Pangasugan, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Assist in the Development of the Faculty & Staff.
 - Assist the Director in the Conduct of Workshop for VSU Staffing Standard and submit the Proposal for PASUC approval.

- Summary of Actual Duties
 - Responsible in the processing of the request of Faculty & Staff related to learning & Development.
 - Assist the ODAHRD Director in the conduct of In-house Training

- Duration: March 1, 2016-March 15, 2017
- Position: Administrative Aide III (Permanent)
- Name of Office/Unit: Office of the Director for Administrative Affairs and Human Resource Development
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy. Pangasugan, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Assist in the Development of the Faculty & Staff.

- Summary of Actual Duties
 - Responsible in the processing of the request of Faculty & Staff related to learning & Development.
 - Assist the ODAHRD Director in the conduct of In-house Training

- Duration: March 16, 2017-January 8, 2021
- Position: Administrative Aide IV (Permanent)
- Name of Office/Unit: Office of the Director for Administrative Affairs and Human Resource Development
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy. Pangasugan, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Assist in the Development of the Faculty & Staff.
- Assist the ODAHRD Director in the preparation of VSU ROSSS to be submitted to PASUC
- Draft Quality Procedures for Learning & Development ready for ISO Accreditation
- Summary of Actual Duties
 - Responsible in the processing of the request of Faculty & Staff related to learning & Development.
 - Assist the ODAHRD Director in the conduct of In-house Training

- Duration: February 8, 2021-Present
- Position: Administrative Aide VI (Permanent)
- Name of Office/Unit: Learning and Development Office
- Immediate Supervisor: Ms. Honey Sofia V. Colis
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Brgy. Pangasugan, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Assist in the Development of the Faculty & Staff.
 - Assist the HRMD Director in the Revision of the Learning and Development Policy for Faculty and Staff
- Summary of Actual Duties

- Act as Secretary of VSU Scholarship/Fellowship Committee for Academic Staff (VSFC-AS) AND VSU Administrative Committee (VASC)
- Responsible in the processing of the request of Faculty & Staff related to learning & Development. (Request for External Training, Sabbatical Leave, Study Leave and Post Doctoral Leave of Faculty & Staff).
- Processing of the Document for IAS Assessment for the request to travel abroad on Official Travel.
- Assist the ODAHRD Director in the conduct of In-house Training

MA. FEL GAYANILO
(Name of Employee/Applicant)

Date: May 13, 2025