

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	CANO		
FIRST NAME	RONILLO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	VITUALLA		
3. DATE OF BIRTH (mm/dd/yyyy)	February 3, 1964	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
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	704 House/Block/Lot No. Street Naga Zone I Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	158.5 cm	ZIP CODE	6521
8. WEIGHT (kg)	60.5		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	704 House/Block/Lot No. Street Naga Zone I Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	CRN 006-0017-6836-1	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0024-4900		
12. PHILHEALTH NO.	13-000015619-2	19. TELEPHONE NO.	None
13. SSS NO.	N/A	20. MOBILE NO.	None
14. TIN NO.	104-767-335	21. E-MAIL ADDRESS (if any)	rvcano@yahoo.com
15. AGENCY EMPLOYEE NO.	V00138		

II. FAMILY BACKGROUND

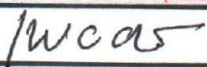
22. SPOUSE'S SURNAME	CANO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOEME	NAME EXTENSION (JR., SR)	Ma. Nicole Clara S. Cano	11/8/2003
MIDDLE NAME	SARSONAS		Angeline S. Cano	9/15/2005
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	MEDINA (DECEASED)			
FIRST NAME	FERNANDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME	CANO (DECEASED)			
FIRST NAME	TEODORA			
MIDDLE NAME	VITUALLA			

(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	BAYBAY I CENTRAL SCHOOL	Primary Education	1973	1979	Graduated	1979	w/ Honor
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	High School	1979	1983	Graduated	1983	w/ Honor
VOCATIONAL / TRADE COURSE							
COLLEGE	UNIVERSITY OF SAN JOSE RECOLETOS	BS Commerce	1984	1987	Graduated	1987	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 4, 2019
-----------	---	------	--------------



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
Data Encoder	72.70	July 8 & 13, 1996	TESDA Province, Tacloban City		

(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						
12/1/1988	12/31/1988	Statistical Assistant II	Visayas State University	41.36 D		Casual	Yes
1/1/1989	6/30/1989	Statistical Aide II	Visayas State University	41.36 D		Casual	Yes
7/1/1989	12/31/1989	Data Entry Machine Operator I	Visayas State University	112.40 D		Casual	Yes
1/1/1990	12/31/1990	Data Entry Machine Operator I	Visayas State University	112.40 D		Casual	Yes
1/1/1991	12/31/1991	Data Entry Machine Operator I	Visayas State University	112.40 D		Casual	Yes
1/1/1992	12/31/1992	Data Entry Machine Operator I	Visayas State University	112.40 D		Casual	Yes
1/1/1993	12/31/1993	Data Entry Machine Operator I	Visayas State University	112.40 D		Casual	Yes
1/1/1994	12/31/1994	Data Entry Machine Operator I	Visayas State University	148.76 D		Casual	Yes
1/1/1995	12/31/1995	Data Entry Machine Operator I	Visayas State University	194.23 D		Casual	Yes
1/1/1996	6/30/1996	Data Entry Machine Operator I	Visayas State University	239.68 D		Casual	Yes
7/1/1996	12/31/1996	Data Entry Machine Operator I	Visayas State University	299.32 D		Casual	Yes
1/1/1997	11/30/1997	Data Entry Machine Operator I	Visayas State University	299.32 D		Casual	Yes
12/1/1997	12/31/1999	Data Entry Machine Operator I	Visayas State University	79,020.00 A		Permanent	Yes
1/1/2000	11/30/2000	Data Entry Machine Operator I	Visayas State University	86,928.00 A	NBC 468	Permanent	Yes
12/1/2000	6/30/2001	Data Entry Machine Operator I	Visayas State University	89,100.00 A	Jnt CSCDBM1	Permanent	Yes
7/1/2001	7/31/2002	Data Entry Machine Operator I	Visayas State University	93,552.00 A	NBC 474	Permanent	Yes
8/1/2002	11/30/2004	Data Entry Machine Operator II	Visayas State University	104,508.00 A		Permanent	Yes
12/1/2004	7/31/2005	Administrative Assistant II	Visayas State University	104,508.00 A	Retitling	Permanent	Yes
8/1/2005	6/30/2007	Administrative Assistant II	Visayas State University	107,112.00 A	Jnt CSC DBM1	Permanent	Yes
7/1/2007	6/30/2008	Administrative Assistant II	Visayas State University	117,828.00 A	NBC 511	Permanent	Yes
7/1/2008	7/31/2008	Administrative Assistant II	Visayas State University	129,612.00 A	NBC 516	Permanent	Yes
8/1/2008	6/30/2009	Administrative Assistant II	Visayas State University	132,840.00 A	Jnt CSC DBM1	Permanent	Yes
7/1/2009	6/23/2010	Administrative Assistant II	Visayas State University	145,320.00 A	NBC 521	Permanent	Yes
6/24/2010	5/31/2011	Administrative Assistant II	Visayas State University	157,812.00 A	NBC 524	Permanent	Yes
6/1/2011	7/31/2011	Administrative Assistant II	Visayas State University	170,304.00 A	NBC 530	Permanent	Yes
8/1/2011	5/31/2012	Administrative Assistant II	Visayas State University	172,500.00 A	Jnt CSC DBM1	Permanent	Yes
6/1/2012	7/31/2014	Administrative Assistant II	Visayas State University	184,608.00 A	NBC 540	Permanent	Yes
8/1/2014	Present	Administrative Assistant II	Visayas State University	186,456.00 A	Jnt CSC DBM1	Permanent	Yes

(Continue on separate sheet if necessary)

SIGNATURE	<i>/WCOL</i>	DATE	July 4, 2019
-----------	--------------	------	--------------



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S

[illegible]

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&amp;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)
Watching TV	N/A	Administrative Personnel Association (AdPA)
Cooking		
Hiking		
Reading		

(Continue on separate sheet if necessary)

SIGNATURE	<i>/WCA</i>	DATE	July 4, 2019
-----------	-------------	------	--------------



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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

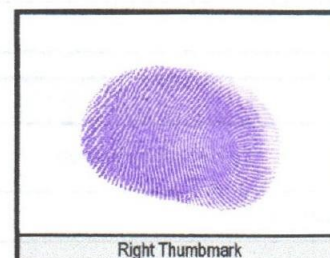
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Arlyn A. Guinipaan	Baybay City, Leyte	None
Vergie A. Castro	Baybay City, Leyte	None
Erlinda A. Mendez	Baybay City, Leyte	None
42. I declare under oath that I have personally accomplished this 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: <b>Employee ID</b>
ID/License/Passport No.:
Date/Place of Issuance: <b>Visca, Baybay City</b>

Signature (Sign inside the box)
<b>July 4, 2019</b>
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 08 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

