

# 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	CABRAL		
FIRST NAME	ALEXANDER	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	LALUNA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/10/1996	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:
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input 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 MAGANHAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	5'5"	ZIP CODE	6521
8. WEIGHT (kg)	92		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street MAGANHAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
10. GSIS ID NO.	NONE	ZIP CODE	6521
11. PAG-IBIG ID NO.	121219260874		
12. PHILHEALTH NO.	130254952185	19. TELEPHONE NO.	N/A
13. SSS NO.	0640724322	20. MOBILE NO.	09271386965
14. TIN NO.	715681141	21. E-MAIL ADDRESS (if any)	<a href="mailto:alexander.cabral@vsu.edu.ph">alexander.cabral@vsu.edu.ph</a>
15. AGENCY EMPLOYEE NO.			

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CABRAL		N/A	N/A
FIRST NAME	ALEXANDER	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	TORIBIO		N/A	N/A
25. MOTHER'S MAIDEN NAME	LALUNA		N/A	N/A
SURNAME	MUEGO		N/A	N/A
FIRST NAME	LYDIA		N/A	N/A
MIDDLE NAME			(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 GRACE CHRISTIAN SCHOOL	Primary	2002	2008	graduate	2008	none
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	High School	2008	2012	graduate	2012	none
VOCATIONAL / TRADE COURSE	ACEDILLA TECHNOLOGICAL INSTITUTE	NC2 HOUSEKEEPING	2017	2017	graduate	2017	none
COLLEGE	VISAYAS STATE UNIVERSITY	BS-HRTM	2012	2016	graduate	2016	none
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master in Mgmt. Major in Business Management	2019	Present	40 units	N/A	none

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 27, 2023
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[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	March 27, 2023
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[illegible]

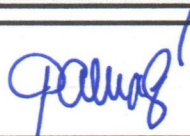
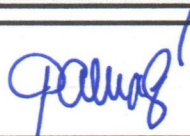
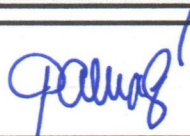




#### V. WORK EXPERIENCE

28.	INCLUSIVE DATES			SALARY/JOB/PAY	
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SIGNATURE		DATE	
		March 27, 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>Genevieve Marie T. Bactasa</td> <td>Baybay City, Leyte</td> <td>9151729488</td> </tr> <tr> <td>Jemaima R. Lisondra</td> <td>Baybay City, Leyte</td> <td>9066322255</td> </tr> <tr> <td>Venice B. Ibañez</td> <td>VISCA, Baybay City, Leyte</td> <td>9356585386</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Genevieve Marie T. Bactasa	Baybay City, Leyte	9151729488	Jemaima R. Lisondra	Baybay City, Leyte	9066322255	Venice B. Ibañez	VISCA, Baybay City, Leyte	9356585386
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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>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: 0640724322</td> </tr> <tr> <td>ID/License/Passport No.:</td> </tr> <tr> <td>Date/Place of Issuance: 1/29/18 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: 0640724322	ID/License/Passport No.:	Date/Place of Issuance: 1/29/18 Ormoc City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            03/27/2023            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) 03/27/2023 Date Accomplished						
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<p>SUBSCRIBED AND SWORN to before me this <u>31 MAR 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;">   <b>ATTY. RYAN C. GUINOCOR</b>            VCU Chief Legal Officer            Person Administering Oath         </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: March 2023 – Present
- Position: Instructor 1
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Hannah Mae E. Quimbo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Conduct and Prepares Instructional Materials, Assignments, Quizzes and Exams in the Face-to-face set-up.
  - Evaluate Students' performance and prepares Midterm and Final grades.
  - Attends to different committees' meetings at the department.
  - Participate in co-curricular activities.
- Summary of Actual Duties
  - Taught Hospitality subjects for HM like Food and Beverage Operations, Gastronomy and Culture, and Kitchen Essentials & Basic Food Preparation

- Duration: November 2, 2022 – February 15, 2023
- Position: Substitute Instructor (Instructor 1)
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Hannah Mae E. Quimbo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Conduct and Prepares Instructional Materials, Assignments, Quizzes and Exams in the Face-to-face set-up.
  - Evaluate Students' performance and prepares Midterm and Final grades.
  - Attends to different committees' meetings at the department.
  - Participate in co-curricular activities.
- Summary of Actual Duties
  - Taught Hospitality and Tourism subjects for HM and TM students like Fundamentals in Food Service Operations, Macro Perspective of in Tourism and Hospitality, Food and Beverage Cost Control, and Quick Food Service Operations



- Duration: August 2019 – October 2022, January – July 2019 & January – July 2018
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Venice B. Ibañez
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Conduct and Prepares Instructional Materials, Assignments, Quizzes and Exams.
  - Evaluate Students' performance and prepares Midterm and Final grades.
  - Attends to different committees' meetings at the department.
  - Participate in co-curricular activities.
- Summary of Actual Duties
  - Taught Hospitality and Tourism subjects for HRTM and HM students like World Tourism, Culinary Arts & Sciences, Western Cuisine, Asian Cuisine, Rooms Division, Food and Beverage Management & Control System, Fundamentals in Food Service Operations, Quality Service Management in Tourism and Hospitality, Food & Beverage Operations Elective, Global Tourism, Geography & Culture, Risk Management, Kitchen Essentials & Basic Food Preparation, and Gastronomy & Culture
  - Taught Food & Beverage Services for TVL-HE Senior High School students.

- Duration: November 2018 – January 2019
- Position: Full-Time Barista
- Name of Office/Unit: Seattle's Best Coffee Mactan
- Immediate Supervisor: Nikki Lou M. Baslot
- Name of Agency/Organization and Location: VQUAD Coop./Mactan-Cebu International Airport, Lapu-Lapu City, Cebu 6000
- List of Accomplishments and Contributions (if any)
  - Rotating schedules such as Opening, Mid, Closing and Graveyard Shift
- Summary of Actual Duties
  - Welcomes customers by determining their coffee interests and needs
  - Prepare or serve hot and cold food/beverages
  - Describe menu items to customers or suggest products that might appeal to them
  - Receive and process customer payments thru cashiering, and spot check for point of sales system
  - Clean service areas such as the bar, lobby, stock room and sanitize work areas, utensils and equipment
  - Receive stocks and delivery outside the airport, pull in for security checks Dry/Perishable goods during air/sea freight or daily, and make Club House & To-Go

- Name of Agency/ Organization and Location:

- List of Accomplishments and Contributions (if any)

- Facilitate pupils in their classes while the teacher is on-leave.

- Summary of Actual Duties

- Facilitates Pupils/Children in their learning, taught covered lessons and proctor exams.

- Duration: December 2016

- Position: Tourism Staff/Volunteer

- Name of Office/Unit: Baybay Tourism and Investment Promotion Office

- Immediate Supervisor: Josefina Granada-Gutierrez

- Name of Agency/ Organization and Location: LGU Baybay, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Co-organize events and displays hospitality towards guests/visitors visiting the city.

- Summary of Actual Duties

- Facilitates/organize events managed by the Tourism Office and ushered guests/visitors, provide information/inquiries for tourists and local people, and performs other tasks in and out of the office.

  
Alexander L. Cabral Jr.

(Signature over Printed Name  
Of Employee/Applicant)

Date: 3/27/2023