

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	ANCHETA		
FIRST NAME	JAMES PHILIP		NAME EXTENSION (JR., SR)
MIDDLE NAME	NIOG		
3. DATE OF BIRTH (mm/dd/yyyy)	9/21/1995	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	ANAHAWAN, SO. LEYTE	If holder of dual citizenship, please indicate the details.	
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 GABAS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.65	ZIP CODE	6521
8. WEIGHT (kg)	65		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street POBLACION Subdivision/Village Barangay ANAHAWAN SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	2005348148	ZIP CODE	6610
11. PAG-IBIG ID NO.	NONE		
12. PHILHEALTH NO.	NONE	19. TELEPHONE NO.	NONE
13. SSS NO.	NONE	20. MOBILE NO.	+639978404382
14. TIN NO.	716-257-349	21. E-MAIL ADDRESS (if any)	chetz.ipa@gmail.com
15. AGENCY EMPLOYEE NO.	V01060		

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	NAME EXTENSION (JR., SR)		None	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ANCHETA			
FIRST NAME	FELIPE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	HIQUIANA			
25. MOTHER'S MAIDEN NAME	LIZA SALIENTE NIOG			
SURNAME	ANCHETA			
FIRST NAME	LIZA			
MIDDLE NAME	NIOG		(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	SCHOLARS HIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	ANAHAWAN CENTRAL SCHOOL	ELEMENTARY	6/5/2003	3/30/2008	N/A	2008	5TH HON.
SECONDARY	SAINT ANTHONY'S HS	SECONDARY	6/4/2008	3/25/2012	N/A	2012	VALEDICTORIAN
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR IN GEODETIC ENGINEERING	6/10/2012	6/13/2017	N/A	2017	NONE


(Continue on separate sheet if necessary)

SIGNATURE		DATE	27 January 2020	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

V. WORK EXPERIENCE	
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Baybay LGU- Brgy.Marcos and San-Agustin, Baybay City, Leyte	1/8/2020	1/10/2020	8.0	Determination of elevation of the proposed location water tank in Brgy. Marcos and Brgy. San-Agustin, Baybay City

[illegible]

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
AutoCAD Skills	NONE	GEODETIC ENG. OF THE PHIL., INC
Programming		VSU ALUMNI ASSOCIATION
GIS		VSU Faculty Assoc.

Answer

27 January 2020

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)?

☐ YES

☒ NO

☐ YES

☐ 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?

☐ YES

☒ NO

If YES, give details:

☐ 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)?

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:

☐ 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?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
DIANA CHRISTA G. MILLOZA	VSU, BAYBAY CITY, LEYTE	
FLORENTINO MORALES JR.	VSU, BAYBAY CITY, LEYTE	

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: PRC ID

ID/License/Passport No.: 0010053

Date/Place of Issuance: Tacloban

Signature (Sign inside the box)

27 January 2020

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this FEB 13 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

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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: February 1, 2018 – Present
- Position: Instructor I
- Name of Office/Unit: Department of Geodetic Engineering-Visayas State University
- Immediate Supervisor: Engr. Diana Christa Milloza
- Name of Agency/Organization and Location: College of Engineering-Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Produced Instructional Materials for major/minor subjects (Lecture and Laboratory Manuals)
 - Conducted Research
 - Conducted classes, quizzes, long exams, term exams and practical exams
 - Created and revised course syllabi and made table of specifications
 - Acted as department-based guidance facilitator and Tree-planting coordinator
 - Conducted support services
 - Summary of Actual Duties
 - Responsible for imparting knowledge to students; motivates students to learn by giving examinations, quizzes, and projects; conducts research study and extend services in nearby communities. Performs other related functions.

- Duration: May 1, 2016 – July 1, 2016
- Position: Intern
- Name of Office/Unit: Operations Unit
- Immediate Supervisor: Engr. Ryan Lardizabal
- Name of Agency/Organization and Location: PhilSurv Geodetic Services, Mandaluyong City
 - List of Accomplishments and Contributions (if any)
 - Completed assigned projects
 - Summary of Actual Duties
 - Does Fieldwork with the use of different survey equipment
 - Drafts of survey fieldwork
 - Management of survey teams
 - Preparation of reports
 - Management of research in government agencies and utility companies
 - Project management and budgeting


JAMES PHILIP N. ANCHETA

(Signature over Printed Name
of Employee/Applicant)

Date: 01/27/20