

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	PANCITO		
FIRST NAME	MYRNA	Name Extension (Jr. Sr.) N/A	
MIDDLE NAME	STA IGLESIA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/18/1960	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	Baybay , Leyte	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	936 Domingo Veloso House/Block/Lot No. Street N/A Zone 4 Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.62m	ZIP CODE	6521
8. WEIGHT (kg)	51 kgs.	18. PERMANENT ADDRESS	936 Domingo Veloso House/Block/Lot No. Street N/A Zone 4 Subdivision/Village Barangay Baybay Leyte City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6521
10. GSIS ID NO.	B61ZJMSP016	19. TELEPHONE NO.	053 563-9878
11. PAG-IBIG ID NO.	1700-0025-7611	20. MOBILE NO.	09193381585
12. PHILHEALTH NO.	13-000015547-1	21. E-MAIL ADDRESS (if any)	Anrym1960@yahoo.com
13. SSS NO.	06-20936334		
14. TIN NO.	194-769-441		
15. AGENCY EMPLOYEE NO.	V000385		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			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
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	PANCITO			
FIRST NAME	OLIMPIO	SR.		
MIDDLE NAME	FLANDEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	STA IGLESIA			
FIRST NAME	SINFOROSA			
MIDDLE NAME	CUBE			

(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 NORTH CENTRAL SCHOOL	PRIMARY EDUCATION	1967	1973	Graduated	1973	W/HONOR
SECONDARY	BAYBAY HIGH SCHOOL	HIGH SCHOOL	1973	1977	Graduated	1977	W/HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	COLEGIO DE SAN JOSE RECOLETOS	BACHELOR OF SCIENCE IN COMMERCE	1977	1981	Graduated	1981	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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
Career Service Professional	71.69	7/28/1985	Cebu City	N/A	N/A

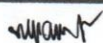
(Continue on separate sheet if necessary)

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						
12/1/17	present	Administrative Officer III	Visayas State University	27,766.00	14-5	Permanent	yes
6/1/2016	7/30/17	Administrative Officer III	Visayas State University	24,655.00	14-3	Permanent	yes
6/1/2013	5/31/2016	Administrative Officer III	Visayas State University	24,396.00	14-2	Permanent	yes
5/1/2010	5/31/2013	Administrative Officer III	Visayas State University	23,044.00	14	Permanent	yes
12/01/2004	4/30/10	Administrative Officer I	Leyte State University	10,188.00	10-2	Permanent	yes
06/01/2004	11/30/2004	Cashier I	Leyte State University	10,188.00	10-1	Permanent	yes
07/01/2001	05/31/2004	Cashier I	Leyte State University	9,939.00	10	Permanent	yes
06/01/2001	06/30/2001	Cashier I	Leyte State University	9,466.00	10	Permanent	yes
01/01/2000	05/31/2001	Cash Clerk III	Visayas State College of Agriculture	8,294.00	08	Permanent	yes
03/04/1999	12/31/1999	Cash Clerk III	Visayas State College of Agriculture	7,540.00	08	Permanent	yes
11/01/1997	03/03/1999	Cash Clerk I	Visayas State College of Agriculture	6,090.00	04	Permanent	yes
08/01/1997	10/31/1997	Cash Clerk I	Visayas State College of Agriculture	5,918.00	04	Permanent	yes
01/01/1997	07/31/1997	Cash Clerk I	Visayas State College of Agriculture	5,895.00	04	Permanent	yes
01/01/1996	12/31/1996	Cash Clerk I	Visayas State College of Agriculture	5,095.00	04	Permanent	yes
01/01/1995	12/31/1995	Cash Clerk I	Visayas State College of Agriculture	4,095.00	04	Permanent	yes
08/01/1994	12/31/1994	Cash Clerk I	Visayas State College of Agriculture	3,095.00	04	Permanent	yes
01/01/1994	07/31/1994	Cash Clerk I	Visayas State College of Agriculture	3,072.00	04	Permanent	yes
08/01/1991	12/31/1993	Cash Clerk I	Visayas State College of Agriculture	2,272.00	04	Permanent	yes
07/01/1989	07/31/1991	Cash Clerk I	Visayas State College of Agriculture	2,250.00	04	Permanent	yes
08/01/1988	06/30/1989	Cash Clerk I	Visayas State College of Agriculture	762.00	04	Permanent	yes
12/14/1987	07/31/1988	Clerk I	Visayas State College of Agriculture	759.00	03	Casual	yes
03/01/1987	12/13/1987	Clerk I	Visayas State College of Agriculture	539.00	03	Casual	yes
07/01/1986	02/28/1987	Clerk I	Visayas State College of Agriculture	468.60	03	Casual	yes
01/01/1985	06/30/1986	Clerk I	Visayas State College of Agriculture	425.70	03	Casual	yes
11/16/1984	12/31/1984	Clerk I	Visayas State College of Agriculture	387.20	03	Casual	yes
05/01/1984	06/07/1984	Clerk I	Visayas State College of Agriculture	387.20	03	Casual	yes
03/18/1982	04/30/1984	Clerk I	Visayas State College of Agriculture	352.00	03	Casual	yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

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)

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literate	N/A	Brotherhood for Christian Businessmen
Playing Badminton and Tennis		and Professional (BCBP)
		Visayas State University Credit Cooperative
		Visayas State University Administrative
		Personnel Association

SIGNATURE		DATE	
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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)?

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

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?

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?

39. Have you acquired the status of an immigrant or permanent resident of another 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?

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
REMBERTO A. PATINDOL	VSU, Baybay, Leyte	563-7108
LOURDES B. CANO	VSU, Baybay, Leyte	563-7643
CORAZON U. NUEVO	VSU, Baybay, Leyte	563-7274

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: V000385

ID/License/Passport No.: EC6435900

Date/Place of Issuance: 01/8/16 / Tacloban City

Signature (Sign inside the box)

Date Accomplished



SUBSCRIBED AND SWORN to before me this APR 23 2018, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

VSU LEGAL OFFICER