

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 | Señara | | |
| FIRST NAME | Cielo | NAME EXTENSION (JR., SR.) N/A | |
| MIDDLE NAME | Flandez | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 04/25/1966 | 15. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pis. indicate country: Philippines |
| 4. PLACE OF BIRTH | Mambajao, Camiguin | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | <input checked="" type="checkbox"/> Male <input 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 | 871 A. Mabini St. House/Block/Lot No. Street Subdivision/Village Poblacion Zone 2 BAYBAY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 1.66 | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 72.50 | 18. PERMANENT ADDRESS | 871 A. Mabini St. House/Block/Lot No. Street Subdivision/Village Poblacion Zone 2 BAYBAY LEYTE City/Municipality Province |
| 9. BLOOD TYPE | A+ | ZIP CODE | 6521 |
| 10. GSIS ID NO. | 66042501949 | 19. TELEPHONE NO. | N/A |
| 11. PAG-IBIG ID NO. | 170000261720 | 20. MOBILE NO. | 926-876-1413 |
| 12. PHILHEALTH NO. | 130000143546 | 21. E-MAIL ADDRESS (if any) | ciel0.señara@vsu.edu.ph |
| 13. SSS NO. | N/A | | |
| 14. TIN NO. | 116626906 | | |
| 15. AGENCY EMPLOYEE NO. | V00647 | | |

II. FAMILY BACKGROUND

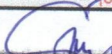
| | | | | |
|--------------------------|-----------|---------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | Señara | | 23. NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | Geraldine | NAME EXTENSION (JR., SR.) | Sweet Urahia May G. Señara | 01/27/1991 |
| MIDDLE NAME | Godoy | | Therese Althea G. Señara | 04/10/1996 |
| OCCUPATION | None | | Ken Franchiz G. Señara | 06/05/2008 |
| FMPI OWNER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | None | | | |
| 24. FATHER'S SURNAME | Señara | | | |
| FIRST NAME | Antonio | NAME EXTENSION (JR., SR.) | | |
| MIDDLE NAME | Aboc | | | |
| 25. MOTHER'S MAIDEN NAME | Pieza | | | |
| SURNAME | Señara | | | |
| FIRST NAME | Teresita | | | |
| MIDDLE NAME | Flandez | | | |

(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 | Elementary | 1972 | 1978 | Graduated | 1978 | N/A |
| SECONDARY | Franciscan College of Immaculate Conception | High School | 1978 | 1982 | Graduated | 1982 | N/A |
| VOCATIONAL/TRADE COURSE | N/A | | | | | | |
| COLLEGE | Franciscan College of Immaculate Conception | Bachelor of Science in Commerce | 1982 | 1986 | Graduated | 1986 | N/A |
| GRADUATE STUDIES | N/A | | | | | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|------------|
| SIGNATURE |  | DATE | 12/13/2023 |
|-----------|---|------|------------|

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 |
| N/A | N/A | N/A | N/A | N/A | N/A |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(Continue on separate sheet if necessary)

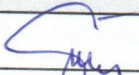
V. WORK EXPERIENCE

(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 00-00/ INCREMENT) | STATUS OF APPOINTMENT | GOVT SERVICE (Y/N) |
|-------------------------------------|------------|---|---|----------------|---|-----------------------|--------------------|
| From | To | | | | | | |
| 07/01/2023 | 12/31/2023 | Administrative Aide III (Casual) | Visayas State University | 14,678.00 | 3-1 | Casual | Y |
| 01/01/2023 | 06/30/2023 | Administrative Aide III | Visayas State University | 14,678.00 | 3-1 | Casual | Y |
| 07/01/2022 | 12/31/2022 | Administrative Aide III | Visayas State University | 642.05 | - | Casual | Y |
| 01/03/2022 | 06/30/2022 | Administrative Aide III | Visayas State University | 14,125.00 | 3-1 | Casual | Y |
| 07/01/2021 | 12/31/2021 | Administrative Aide III | Visayas State University | 13,572.00 | 3-1 | Casual | Y |
| 01/01/2021 | | Administrative Aide III | Visayas State University | 13,572.00 | 3-1 | Casual | Y |
| 01/01/2020 | 12/31/2020 | Administrative Aide III | Visayas State University | 13,019.00 | 3-1 | Casual | Y |
| 01/01/2019 | 12/31/2019 | Administrative Aide III | Visayas State University | 566.64 | - | Casual | Y |
| 01/01/2018 | 12/31/2018 | Administrative Aide III | Visayas State University | 541.54 | - | Casual | Y |
| 01/01/2017 | 12/31/2017 | Administrative Aide III | Visayas State University | 517.59 | - | Casual | Y |
| 01/01/2016 | 12/31/2016 | Administrative Aide III | Visayas State University | 494.68 | - | Casual | Y |
| 01/01/2014 | 12/31/2015 | Administrative Aide III | Visayas State University | 472.77 | - | Casual | Y |
| 07/01/2013 | 12/31/2013 | Administrative Aide III | Visayas State University | 437.64 | - | Casual | Y |
| 01/01/2011 | 06/30/2013 | Administrative Aide III | Visayas State University | 402.45 | - | Casual | Y |
| 01/01/2010 | 12/31/2010 | Administrative Aide III | Visayas State University | 367.27 | - | Casual | Y |
| 07/01/2008 | 12/31/2009 | Administrative Aide III | Visayas State University | 332.14 | - | Casual | Y |
| 07/01/2007 | 06/30/2008 | Administrative Aide III | Visayas State University | 301.95 | - | Casual | Y |
| 01/01/2005 | 06/30/2007 | Administrative Aide III | Leyte State University | 274.50 | - | Casual | Y |
| 01/01/2002 | 12/31/2004 | Clerk I | Leyte State University | 274.50 | - | Casual | Y |
| 07/01/2001 | 12/31/2001 | Clerk I | Visayas College of Agriculture | 274.50 | - | Casual | Y |
| 01/01/2000 | 06/30/2001 | Clerk I | Visayas College of Agriculture | 261.41 | - | Casual | Y |
| 01/01/1997 | 12/31/1999 | Clerk I | Visayas College of Agriculture | 237.64 | - | Casual | Y |
| 01/01/1996 | 12/31/1996 | Clerk I | Visayas College of Agriculture | 225.27 | - | Casual | Y |
| 01/01/1995 | 12/31/1995 | Clerk I | Visayas College of Agriculture | 179.82 | - | Casual | Y |
| 01/01/1994 | 12/31/1994 | Clerk I | Visayas College of Agriculture | 134.36 | - | Casual | Y |
| 01/01/1990 | 12/31/1993 | Clerk I | Visayas College of Agriculture | 98.00 | - | Casual | Y |

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|------------|
| SIGNATURE |  | DATE | 12/13/2023 |
|-----------|---|------|------------|

Attachment A.1

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

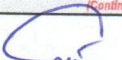
[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

| | | |
|--|--|--|
| | | |
|--|--|--|

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|---|---|---|
| Table Tennis | Loyalty/Service | Sigma Alpha Epsilon Philippines-International |
| Computer Literate | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| (Continue on separate sheet if necessary) | | |
| SIGNATURE |  | DATE |
| | | 12/13/2023 |

(Continue on separate sheet if necessary)

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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ 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)? ☐ YES ☒ NO

If YES, give details: _____

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: _____

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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No _____

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

| NAME | ADDRESS | TEL. NO. |
|--------------------|-------------------------|-------------|
| Romel B. Armechin | VSU, Baybay City, Leyte | 09100073688 |
| Luz O. Moreno | VSU, Baybay City, Leyte | 09164239381 |
| Feliciano G. Sinon | VSU, Baybay City, Leyte | 09173325382 |

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: **PHILHEALTH**

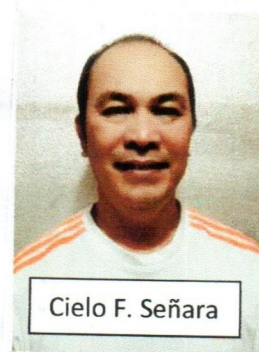
ID/License/Passport No.: **130000143546**

Date/Place of Issuance: **11/30/2004 / Ormoc City**

Signature (Sign inside the box)

12/13/2023

Date Accomplished



SUBSCRIBED AND SWORN to before me this **05 JAN 2024**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. WILSON C. GUINOCOR
VSU Chief Legal Officer
Person Administering Oath

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.

Sample: If applying to Supervising Administrative Officer

- Duration: January 1, 1989 – Present
- Position: Administrative Aide III
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Romel B. Armecin
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Prepares Government Standard Forms - Trip tickets, RIS, Travel orders, itinerary of travel, certificate of travel completed, cash advances, liquidation reports, DTR/CSR, payrolls, application for leave, request for overtime, appointments/contracts, purchase request, purchase order, request for quotation, abstract of quotation, obligation request/budget utilization request, disbursement voucher, inspection and acceptance report, claims/ reimbursements, job order, job request, PDS, accomplishment reports, VAT certificates, etc.
- Prepares/encodes staff (casual & contractual) evaluation documents - PES individual targets prepared, PMS contracts prepared, PES accomplishments
- Other Services: Messengerial, photocopying/printing services, assists staff in different computer system installation (removal of virus, backing up of data, etc.)
- In-charge and monitors audio visual equipment of the center and equipments at laboratories
- Customer Assistance Services


CIELO F. SEÑARA

(Signature over Printed Name
of Employee/Applicant)

Date: 01/01/19