

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 | SUGANOB | | |
| FIRST NAME | CARLITO | NAME EXTENSION (JR., SR) | N/A |
| MIDDLE NAME | OBON | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 4/8/61 | 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 City | 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province |
| 7. HEIGHT (m) | 2.5 meter | | |
| 8. WEIGHT (kg) | 70 kgs | ZIP CODE | |
| 9. BLOOD TYPE | AB | 18. PERMANENT ADDRESS | House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province |
| 10. GSIS ID NO. | B61G8COS029 | | |
| 11. PAG-IBIG ID NO. | 0801 247698 05 | | |
| 12. PHILHEALTH NO. | 13-0000143-72-4 | ZIP CODE | 6521 |
| 13. SSS NO. | N/A | 19. TELEPHONE NO. | N/A |
| 14. TIN/NO. | 116-627-076 | 20. MOBILE NO. | N/A |
| 15. AGENCY EMPLOYEE NO. | V00494 | 21. E-MAIL ADDRESS (if any) | carlito_suganob@yahoo.com |

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|-------------------------------------------|---------------------------|-----------------------------------------------------|---------------------------------|
| II. FAMILY BACKGROUND | | | |
| 22. SPOUSE'S SURNAME | Suganob | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | Mercy | NAME EXTENSION (JR., SR) | Carmi M. Suganob 6/4/97 |
| MIDDLE NAME | Managbanag | | Caila Venice M. Suganob 2/14/00 |
| OCCUPATION | Laborer | | |
| EMPLOYER/BUSINESS NAME | Visayas State University | | |
| BUSINESS ADDRESS | Visca, Baybay City, Leyte | | |
| TELEPHONE NO. | N/A | | |
| 24. FATHER'S SURNAME | Suganob | | |
| FIRST NAME | Aniano | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | Romero | | |
| 25. MOTHER'S MAIDEN NAME | Obon | | |
| SURNAME | Suganob | | |
| FIRST NAME | Tranquilina | | |
| MIDDLE NAME | Santiago | | |
| (Continue on separate sheet if necessary) | | | |

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|-------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------|----------------------|------|------------------------------------------------|----------------|---------------------------------------|
| 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 | Banahao Com. School, Baybay City, Leyte | Primary | 1968 | 1974 | | 1974 | Valedictorian |
| SECONDARY | Baybay High School, Baybay City, Leyte | High School | 1974 | 1979 | | 1979 | None |
| VOCATIONAL / TRADE COURSE | Franciscan College of Immaculate Conception, Baybay City, Leyte | Diploma in Secretarial Science | 1980 | 1982 | | 1982 | None |
| COLLEGE | N/A | | | | | | |
| GRADUATE STUDIES | N/A | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | | |

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| SIGNATURE | DATE |
| | Sept 13, 2017 |

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 Civil Service Sub-Professional Exam | 82.54% | Feb. 18, 1996 | Leyte Institute of Technology, Tacloban City | | |
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(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 | | | | | | |
| 09/01/17 | present | Admin. Aide VI | Visayas State University | P13,481.00 | | Permanent | Yes |
| 8/1/11 | 8/31/17 | Admin. Aide IV | Visayas State University | P11,181.00 | | Permanent | Yes |
| 3/25/10 | 7/31/11 | Admin. Aide IV | Visayas State University | P8,713.00 | | Permanent | Yes |
| 12/1/08 | 3/24/10 | Admin. Aide III | Leyte State University | P8,580.00 | | Permanent | Yes |
| 12/1/04 | 11/31/2008 | Admin. Aide III | Leyte State University | P6,343.00 | | Permanent | Yes |
| 10/1/01 | 11/31/2004 | Clerk I | Leyte State University | P6,189.00 | | Permanent | Yes |
| 7/1/01 | 09/31/2001 | Clerk I | Leyte State University | P6,039.00 | | Permanent | Yes |
| 1/1/00 | 6/30/01 | Clerk I | Leyte State University | P5,751.00 | | Permanent | Yes |
| 10/1/98 | 12/31/99 | Clerk I | Visayas State University | P5,228.00 | | Permanent | Yes |
| 1/1/98 | 9/30/98 | Clerk I | Visayas State University | P237.64/day | | Casual | Yes |
| 1/1/97 | 12/31/97 | Clerk I | Visayas State University | P237.64/day | | Casual | Yes |
| 1/1/96 | 12/31/96 | Clerk I | Visayas State University | P225.25/day | | Casual | Yes |
| 1/1/95 | 12/31/95 | Clerk I | Visayas State University | P179.82/day | | Casual | Yes |
| 1/1/94 | 12/31/94 | Clerk I | Visayas State University | P134.36/day | | Casual | Yes |
| 1/1/93 | 12/31/93 | Clerk I | Visayas State University | P98.00/day | | Casual | Yes |
| 1/1/92 | 12/31/92 | Clerk I | Visayas State University | P98.00/day | | Casual | Yes |
| 1/1/91 | 12/31/91 | Clerk I | Visayas State University | P98.00/day | | Casual | Yes |
| 7/1/89 | 12/30/90 | Clerk I | Visayas State University | P98.00/day | | Casual | Yes |
| 12/14/87 | 6/30/89 | Clerk Aide | Visayas State University | P32.85/day | | Casual | Yes |
| 7/1/87 | 12/13/87 | Clerk Aide | Visayas State University | P22.90/day | | Casual | Yes |
| 3/1/87 | 6/30/87 | Laborer | Visayas State University | P22.90/day | | Casual | Yes |
| 07/01/986 | 2/28/87 | Laborer | Visayas State University | P19.90/day | | Casual | Yes |
| 1/16/85 | 6/30/86 | Laborer | Visayas State University | P18.10/day | | Casual | Yes |
| 10/1/84 | 10/31/84 | Field Aide | Visayas State University | P16.45/day | | Casual | Yes |
| 5/1/84 | 9/30/84 | Laborer | Visayas State University | P16.50/day | | Casual | Yes |
| 4/28/82 | 4/30/84 | Laborer | Visayas State University | P15.00/day | | Casual | Yes |
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(Continue on separate sheet if necessary)

SIGNATURE

DATE

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

| 29. NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-------------------------------------------------------|---------------------------------|----|-----------------|---------------------------|
| | From | To | | |
| None | | | | |
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(Continue on separate sheet if necessary)

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


| 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc.) | CONDUCTED/ SPONSORED BY (Write in full) |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------|-------------------------|---------------------------------------------------------------|-----------------------------------------------|
| | From | To | | | |
| Food Value Chain Seminar | Dec. 1, 2016 | Dec. 2, 2016 | 16 hrs | Technical | Ministry of Agriculture, Forestry & Fisheries |
| Procurement Planning Workshop | Sept. 13, 2016 | | 8 hrs ² | Technical | Visayas State University |
| Planning Workshop: On the Preparation & Processing of Documents Relative to Procurement | May 27, 2015 | | 8 hrs ² | Technical | Visayas State University |
| Training on Tart and Pastillas Processing | Dec. 23, 2014 | | 8 hrs | Technical | Visayas State University |
| Basic Training of Merck Millipore Direct Q8-UVR Water Purification System | June 18, 2014 | | 8 hrs | Technical | Visayas State University |
| Seminar on Writing Scientific Paper and Publishing in International Referred Journal | May 14, 2014 | | 8 hrs | Technical | Visayas State University |
| Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by Students | Jan. 14, 2013 | | 8 hrs ² | Technical | Visayas State University |
| Forum on Anti-Red Tape Law and CSC Policy on Cash Advances | Sept. 24, 2012 | | 8 hrs ² | Technical | Visayas State University |
| Personality Development Seminar for Frontliners | Sept. 20, 2012 | | 8 hrs ² | Technical | Visayas State University |
| Reorientation Seminar of Frontliners | July 7, 2011 | | 8 hrs ² | Technical | Visayas State University |
| Training on RA 9184 & Its Revised IRR (Modules II and V) | July 29, 2010 | | 8 hrs ² | Technical | Visayas State University |
| Seminar on Public Accountability, Customer Service, APPP & PMS-OPES | Jan. 27, 2010 | | 8 hrs ² | Technical | Visayas State University |
| Total Quality Management Training among Administrative Personnel | Nov. 13, 2009 | Dec. 14, 2009 | 16 hrs ²⁺¹ | Technical | Civil Service Commission |
| Fire Awareness and Preparedness Seminar | Mar. 14, 2009 | | 8 hrs | Technical | Dept. of Food Science & Technology |
| Linux OS Training | Oct. 19, 2005 | Oct. 21, 2005 | 16 hrs | Technical | Department of Computer & Technology |
| Seminar-Workshop on Supply & Property Management | Mar. 5, 2004 | | 8 hrs ² | Technical | Leyte State University |
| Computer Training on Excell and Powerpoint Program | Oct. 28, 2003 | Oct. 30, 2003 | 18 hrs ²⁺¹ | Technical | Human Resource Management Dev. Office |
| Career & Personality Development for Clerks & Other Administrative Staff | May 19, 2003 | May 20, 2003 | 16 hrs ²⁺¹ | Technical | Leyte State University |
| Training on the Development of Audiovisual Aids for Classroom Use (Batch 6) | Sept. 27, 2002 | | 8 hrs | Technical | Multi-Media Development Center |
| Team Building Workshop of Staff Involved in the Preparation & Processing of Documents Relative to Procurement | June 26, 2001 | June 27, 2001 | 16 hrs ²⁺¹ | Technical | Visayas State College of Agriculture |
| Seminar-Workshop on Performance Evaluation (PES) | May 3, 2000 | May 4, 2000 | 16 hrs ²⁺¹ | Technical | Visayas State College of Agriculture |
| Planning Workshop on Accounting Updates and Procedures | June 24, 1999 | June 25, 1999 | 16 hrs ²⁺¹ | Technical | Civil Service Commission |
| Reorientation Seminar-Workshop on CSC Law and Rules and VISCA's Policies | Jan. 1, 1999 | | 8 hrs ²⁺¹ | Technical | Visayas State College of Agriculture |
| Basic Training on Trouble Shooting & Maintenance of Scientific Equipment (Computers) | Sept. 13, 1994 | Sept. 16, 1994 | 24 hrs ²⁺¹⁺¹ | Technical | Office of the Dir. Of Res. & Extension |
| Training on Strengthening the Capability of VISCA's Clerical Staff | June 17-18, 1994 | June 25, 1999 | 24 hrs ¹⁺¹⁺¹ | Technical | Visayas State College of Agriculture |
| Seminar-Workshop on Appointment Preparation & CSC Updates | Feb. 4, 1994 | | 8 hrs ² | Technical | Visayas State College of Agriculture |

(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) |
|-------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------|
| Basketball, softball, lawn tennis, soccer | | VSU Administrative Personnel Association |
| | | |
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(Continue on separate sheet if necessary)

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|-----------|-------------------------------------------------------------------------------------|------|----------------|
| SIGNATURE |  | DATE | Sept. 13, 2017 |
|-----------|-------------------------------------------------------------------------------------|------|----------------|

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 Filled: _____

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/CELL NO. |
|-----------------------|------------------|--------------|
| Dr. Roberta D. Lauzon | DFST, VSU, Visca | 9176341486 |
| Dr. Ivy C. Emnace | DFST, VSU, Visca | 9069267236 |
| Dr. Felix J. Amestoso | DFST, VSU, Visca | 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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: V00494
ID/License/Passport No.:
Date/Place of Issuance:

Signature (Sign inside the box)
Sept. 11, 2017
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this SEP 13 2017, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
NOTARY PUBLIC
UNTIL DECEMBER 31, 2017
Person Administering Oath

SEP 13 2017
IDP 1030924 - TAGLOBAN CITY - 12/19/16
MCLE COMP. NO. V-0002580-07/2016
ROLL OF ATTORNEYS NO. 57467

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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.

- Duration: Sept. 1, 2017-present
- Position: Administrative Aide VI
- Name of Office/Unit: Department of Food Science and Technology
- Immediate Supervisor: Dr. Ivy C. Emnace
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (*if any*) - None
- Summary of Actual Duties
 - Provides secretarial and clerical support services to faculty, staff, students and other clienteles; provides assistance in the management of the Department's programs and activities and performs other related functions.

- Duration: March 25, 2010-July 31, 2017
- Position: Administrative Aide IV
- Name of Office/Unit: Department of Food Science and Technology
- Immediate Supervisor: Dr. Lorina A. Galvez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (*if any*)- None
- Summary of Actual Duties
 - Provided administrative support services to faculty, staff, students and other clienteles; provided assistance in the management of the Department's programs and activities and performs other related functions.

- Duration: Dec. 1, 2004-March 24, 2010
- Position: Administrative Aide III
- Name of Office/Unit: Department of Food Science & Technology
- Immediate Supervisor: Dr. Roberta D. Lauzon
- Name of Agency/Organization and Location: Leyte State University, Baybay City, Leyte
- List of Accomplishments and Contributions (*if any*)-None

- Summary of Actual Duties

- Provides secretarial and clerical support services to faculty, staff, students and other clienteles; provides assistance in the management of the Department's programs and activities and performs other related functions.

- Duration: July 1, 1989-Nov. 31, 2004
- Position: Clerk I
- Name of Office/Unit: Dept. of Food Science and Technology
- Immediate Supervisor: Dr. Roberta D. Lauzon
- Name of Agency/Organization and Location: Leyte State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)-None

- Summary of Actual Duties


- Provides secretarial and clerical support services to faculty, staff, students and other clienteles; provides assistance in the management of the Department's programs and activities and performs other related functions.

- Duration: July 1, 1987-June 30, 1989
- Position: Clerk Aide
- Name of Office/Unit: Food Science Section, DAC-FS
- Immediate Supervisor: Dr. Truong Van Den
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)-None

- Summary of Actual Duties

- Provides secretarial and clerical support services to faculty, staff, students and other clienteles; provides assistance in the management of the section's program programs and activities and performs other related functions.


CARLITO O. SUGANOB

(Signature over Printed Name
of Employee/Applicant)

Date: _____