

# 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	GODOY		
FIRST NAME	JEROME	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	GALVEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	12/01/1983	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.	
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	
7. HEIGHT (m)	1.68	House/Block/Lot No.	Street
8. WEIGHT (kg)	71	Subdivision/Village	HIBUNAWAN
9. BLOOD TYPE	"O"	City/Municipality	Barangay
10. GSIS ID NO.	2005036154		LEYTE
11. PAG-IBIG ID NO.	1211-8783-6379	ZIP CODE	Province
12. PHILHEALTH NO.	1302-5081-1633		6521
13. SSS NO.	06-2900402-1	18. PERMANENT ADDRESS	
14. TIN NO.	933-262-418	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	1000030358	Subdivision/Village	HIBUNAWAN
		City/Municipality	Barangay
			LEYTE
		ZIP CODE	Province
			6521
		19. TELEPHONE NO.	NA
		20. MOBILE NO.	09164482559
		21. E-MAIL ADDRESS (if any)	jerome.godoy@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GODOY		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DINA JOY	NAME EXTENSION (JR., SR) NA	JOLLIAN JED GABRIEL B. GODOY	02/02/2018
MIDDLE NAME	BRACA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	GODOY			
FIRST NAME	ROMULO	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	PANCITO			
25. MOTHER'S MAIDEN NAME				
SURNAME	GALVEZ			
FIRST NAME	ANITA			
MIDDLE NAME	PADILLA			

(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	HIBUNWAN ELEM. SCHOOL	Primary	1990	1996	Graduated	1996	NA
SECONDARY	VISCA LABORATORY HIGH SCHOOL (VLHS)	HIGH SCHOOL	1996	2000	Graduated	2000	NA
VOCATIONAL / TRADE COURSE	NA	NA					
COLLEGE	SOUTHERN LEYTE STATE UNIVERSITY (SLSU)	Bachelor of Science in Industrial Technology	2000	2004	Graduated	2004	NA
GRADUATE STUDIES	NA	NA					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/10/2020
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[illegible]

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

[illegible]

SIGNATURE		DATE	07/10/2020
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

#### VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[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)
computer repair	NA	VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
network cabling installation		
driving two/four wheels vehicle		

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	07/10/2020
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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)?

☐ 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

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

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

☐ YES☒ NO

If YES, give details: \_\_\_\_\_

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.
Louella C. Campac	VSU Baybay, Leyte	9175423297
Erlinda C. Esguerra	VSU Baybay, Leyte	9176341538
Sean O. Villagonzalo	VSU Baybay, Leyte	9662159131

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.



PHOTO




Right Thumbmark

Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance


Government Issued ID: VSU ID

ID/License/Passport No. V00932

Date/Place of Issuance: August 1, 2016

  
Signature (Sign inside the box)  
07-10-2020  
Date Accomplished

SUBSCRIBED AND SWORN to before me this 14 JUL 2020, affiant exhibiting his/her validly issued government ID as indicated above.

  
ATTY. RYSA C. GUINOCOR  
VSU LEGAL OFFICER  
Person Administering Oath

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## WORK EXPERIENCE SHEET

- Duration: August 1, 2016 – present
- Position: Administrative Aide VI
- Name of Office/Unit: University Computer Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Network cabling installation, repair, and maintenance.
- Network monitoring and management of wifi services.
- Repair and maintenance of computers, and other AV equipment.
- Assist in Live streaming and video coverage.

- Duration: January 1, 2015 – July 31, 2016
- Position: Computer Maintenance Technician (JO)
- Name of Office/Unit: University Computer Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Assist in network cabling installation, repair, and maintenance.
- Repair and maintenance of computers and other A/V equipment.
- Assist in the maintenance, monitoring and management of wifi services.

  
JEROME G. GODOY

(Signature over Printed Name  
of Employee/Applicant)

Date: 07/10/2020