

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	ENCIERTO		
FIRST NAME	APOLONIO		NAME EXTENSION (JR., SR)
MIDDLE NAME	MARANTE		
3. DATE OF BIRTH (mm/dd/yyyy)	07/14/1955	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	MAMBALING, CEBU CITY	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	House/Block/Lot No. Street MAGANHAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	160 m	ZIP CODE	6521-A
8. WEIGHT (kg)	57 kg		
9. BLOOD TYPE	"AB"	18. PERMANENT ADDRESS	House/Block/Lot No. Street MAGANHAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	066-0017-6163-0	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1700-0024-8597		
12. PHILHEALTH NO.	03-000015037-2		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	104-767-761	20. MOBILE NO.	09978353631
15. AGENCY EMPLOYEE NO.	V000192	21. E-MAIL ADDRESS (if any)	polen@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LATORENO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LORENA	NAME EXTENSION (JR., SR)	APPHE JESSIE MAE L. ENCIERTO	07/07/2005
MIDDLE NAME	OTEDA		PAUL IVAN L. ENCIERTO	08/08/2014
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ENCIERTO			
FIRST NAME	JESUS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TAYCO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MARANTE			
FIRST NAME	SERAFIA			
MIDDLE NAME	ARQUILLANO			

(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	PUNTA PRINCESA ELEMENTARY SCHOOL	PRIMARY EDUCATION GRADUATE	1962	1968	N/A	1968	N/A
SECONDARY	CEBU SCHOOL OF ARTS AND TRADE	SECONDARY EDUCATION GRADUATE	1968	1972	N/A	1972	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	CEBU INSTITUTE OF TECHNOLOGY	BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING	1972	1978	N/A	1978	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	April 26, 2017
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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
BOARD EXAMINATION FOR ELECTRICAL ENGINEERING	70.75	April, 1979	MANILA CITY	REE 019804	2014

(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						
01/01/2017	PRESENT	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	39,685.00	19	PERMANENT	Y
01/01/2016	12/31/2016	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	36,857.00	19	PERMANENT	Y
1/12/2014	12/31/2015	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	34,231.00	19	PERMANENT	Y
1/6/2012	11/30/2014	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	33,859.00	19	PERMANENT	Y
1/12/2011	5/31/2012	ENGINEER III	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	30,474.00	19	PERMANENT	Y
1/6/2011	11/30/2011	ENGINEER II	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	26,832.00	16	PERMANENT	Y
1/7/2010	5/31/2011	ENGINEER II	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	24,647.00	16	PERMANENT	Y
6/24/2010	6/30/2010	ENGINEER II	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	24,243.00	16	PERMANENT	Y
1/7/2009	6/23/2010/	ENGINEER II	GENERAL SERVICES DIVISION / VISAYAS STATE UNIVERSITY	22,013.00	16	PERMANENT	Y
1/7/2008	6/30/2009	ENGINEER II	GENERAL SERVICES OFFICE / VISAYAS STATE UNIVERSITY	19,784.00	16	PERMANENT	Y
1/7/2007	6/30/2008	ENGINEER II	GENERAL SERVICES OFFICE / VISAYAS STATE UNIVERSITY	17,985.00	16	PERMANENT	Y
1/7/2004	6/30/2007	ENGINEER II	PHYSICAL PLANT OFFICE / LEYTE STATE UNIVERSITY	15,951.00	16	PERMANENT	Y
1/7/2001	6/30/2004	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	15,561.00	16	PERMANENT	Y
1/1/2000	6/30/2001	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	14,460.00	16	PERMANENT	Y
1/7/1998	12/31/1999	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	13,145.00	16	PERMANENT	Y
1/11/1997	6/30/1998	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	12,824.00	16	PERMANENT	Y
1/1/1997	10/31/1997	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	10,562.00	16	PERMANENT	Y
1/1/1996	12/ 31/1996	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	8,299.00	16	PERMANENT	Y
1/12/1995	12/31/1995	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	6,583.00	16	PERMANENT	Y
1/1/1995	11/30/1995	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	6,534.00	16	PERMANENT	Y
1/1/1994	12/31/1994	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	5,534.00	16	PERMANENT	Y
1/12/1992	1231/1993	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	4834.00	16	PERMANENT	Y
1/12/1989	11/30/1992	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	4,786.00	16	PERMANENT	Y
1/7/1989	11/30/1989	ENGINEER II	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	4,786.00	16	TEMPORARY	Y
1/1/1988	6/30/1989	ELECTRICAL ENGINEER	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	2,279.00	N/A	TEMPORARY	Y
1/3/1987	12/31/1987	ELECTRICAL ENGINEER	PHYSICAL PLANT OFFICE / VISAYAS STATE COLLEGE OF AGICULTURE	2,072.00	N/A	TEMPORARY	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 26, 2017
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(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)
BUILDING WIRING INSTALLATION	N/A	INSTITUTE OF INTEGRATED ELECTRICAL ENGINEERS OF THE PHILIPPINES, INC.
BIKING		LETTERIA UNIVERSITY - ADMINISTRATIVE PERSONNEL ASSOCIATION

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 26, 2017
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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

If YES, give details:
WORKING WITHOUT PERMIT

☐ 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.
ENGR. MARIO LILIO P. VALENZONA	VISAYAS STATE UNIVERSITY	09176341514
ENGR. MARLON G. BURLAS	VISAYAS STATE UNIVERSITY	09176341520
DR. JOSE L. BACUSMO	VISAYAS STATE UNIVERSITY	09173108076

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: VSU ID

ID/License/Passport No.: V000192

Date/Place of Issuance: BAYBAY, LEYTE

Signature (Sign inside the box)
APRIL 26, 2017
Date Accomplished

SUBSCRIBED AND SWORN to before me this APR 26 2017, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
NOTARY PUBLIC
Person Administering Oath

NOTARY PUBLIC
UNTIL DECEMBER 31, 2017

41R 0:9 1869 - BAYBAY, LEYTE - 1/12/17
IBP 1030824 - TAGLORETA - 12/19/16
MCLE COMP. NO. 1030824 - 07/20/15
ROLL OF ATTORNEYS NO. 57467

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