

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 (Do not fill up. For CSC use only)

2. SURNAME	ACILO		
FIRST NAME	VIRGILIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CAJERIC		
3. DATE OF BIRTH (mm/dd/yyyy)	3/4/1962	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: Philippines
4. PLACE OF BIRTH	BARANGAY HIGOLOAN BAYBAY CITY, 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	House/Block/Lot No. Street BARANGAY BUNGA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5'4"	ZIP CODE	
8. WEIGHT (kg)	70 KG.	18. PERMANENT ADDRESS	House/Block/Lot No. Street BARANGAY BUNGA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521-A
10. GSIS ID NO.	CM-3880070	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1700 0023 9214	20. MOBILE NO.	09269848697
12. PHILHEALTH NO.	13-000014908-0	21. E-MAIL ADDRESS (if any)	N/A
13. SSS NO.	03-5975485-1		
14. TIN NO.	116-622-433		
15. AGENCY EMPLOYEE NO.			

22. SPOUSE'S SURNAME	LIBRES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANNALIE	NAME EXTENSION (JR., SR)	1. HENRY FRANCIS P. ACILO	2/5/1988
MIDDLE NAME	GUARDADOS		2. VIRCILYN CAMELLE P. ACILO	11/6/1995
OCCUPATION	HOUSEKEEPER			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ACILO			
FIRST NAME	VICENTE (DECEASED)	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LOGO			
25. MOTHER'S MAIDEN NAME	ACILO			
SURNAME	CAJERIC			
FIRST NAME	ZOSIMA			
MIDDLE NAME	VITALLA			

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	BARANGAY BUNGA BAYBAY CITY, LEYTE	ELEMENTARY	1969	1975	PRIMARY EDUCATION	1976	NONE
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1976	1980	HIGH SCHOOL	1980	NONE
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNOR SECRETARIAL	1982	1987	VOCATIONAL	1987	NONE
COLLEGE							
GRADUATE STUDIES							

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
NON-PROFESSIONAL DRIVER'S LICENSE				HO3-04-001181	3/4/2019




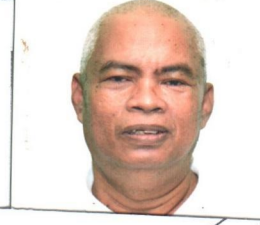

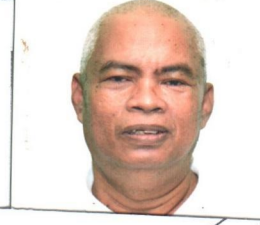

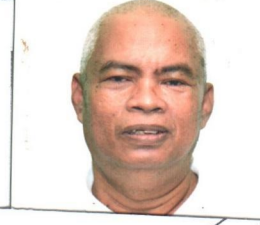

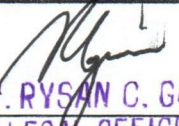
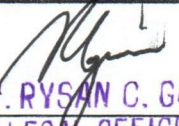
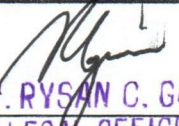
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
4/8/1981	3/3/1982	Sales Agenty	Singer Sewing Machine Appliance Center	commision basis	N/A	Contractual	
8/12/1983	4/30/1984	Clerk Aide	Supply Property Management Division	14.95	SG-3	casual	Y
5/1/1984	12/31/1984	Clerk Aide	Supply Property Management Division	16.45	SG-3	casual	Y
1/1/1985	6/30/1986	Clerk Aide	Supply Property Management Division	18.10	SG-3	casual	Y
7/1/1986	2/28/1987	Clerk Aide	Supply Property Management Division	19.90	SG-3	casual	Y
3/1/1987	12/13/1987	Clerk Aide	Supply Property Management Division	22.90	SG-3	casual	Y
12/14/1987	6/30/1989	Clerk Aide	Supply Property Management Division	32.85	SG-3	casual	Y
7/1/1989	12/31/1990	Clerk I	Supply Property Management Division	98.00	SG-3	casual	Y
1/1/1991	12/31/1992	Clerk I	Supply Property Management Division	98.00	SG-3	casual	Y
1/1/1993	12/31/1993	Clerk I	Supply Property Management Division	98.00	SG-3	casual	y
1/1/1994	12/31/1994	Clerk I	Supply Property Management Division	134.36	SG-3	casual	Y
1/1/1995	12/31/1995	Clerk I	Supply Property Management Division	179.82	SG-3	casual	Y
1/1/1996	12/31/1996	Clerk I	Supply Property Management Division	225.27	SG-3	casual	Y
1/1/1997	12/31/1997	Clerk I	Supply Property Management Division	237.64	SG-3	casual	y
1/1/1998	6/30/1998	Clerk I	Supply Property Management Division	237.64	SG-3	casual	Y
7/1/1998	12/31/1998	Clerk I	Supply Property Management Division	237.6 4	SG-3	casual	Y
1/1/1999	12/31/1999	Clerk I	Supply Property Management Division	237. 64	SG-3	casual	Y
1/1/2000	6/30/2001	Clerk I	Supply Property Management Division	261.41	SG-3	casual	Y
7/1/2001	12/31/2001	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2002	6/30/2002	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2003	12/31/2002	Clerk I	Supply Property Management Division	274.50`	SG-3	casual	Y
1/1/2003	6/30/2003	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2003	12/31/2003	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
1/1/2004	2/29/2004	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
3/1/2004	6/30/2007	Administrative Aide III	Records Office	274.50	SG-3	casual	Y
7/1/2007	6/30/2008	Administrative Aide III	Records Office	301.95	SG-3	casual	Y
7/1/2008	12/31/2009	Administrative Aide III	Records Office	332.14	SG-3	casual	y
4/1/2010	12/31/2010	Administrative Aide III	Records Office	367.27	SG-3	casual	Y
1/1/2011	6/30/2013	Administrative Aide III	Records Office	402.45	SG-3	casual	Y
7/1/2013	12/31/2013	Administrative Aide III	Records Office	437.64	SG-3	casual	Y
1/1/2014	12/31/2015	Administrative Aide III	Records Office	472.77	SG-3	casual	Y
1/1/2016	12/31/2016	Administrative Aide III	Records Office	494.68	SG-3	casual	Y
1/1/2017	12/31/2017	Administrative Aide III	Records Office	517.59	SG-4	casual	Y
1/1/2018	12/31/2018	Administrative Aide III	Records Office	541.54	SG-4	casual	Y
1/1/2019	Up to present	Administrative Aide III	Records Office	566.64	SG-5	casual	Y

SIGNATURE	VIRGIOLO C. ACILO	DATE	7/7/2019	CS FORM 212 (Revised 2017), Page 2 of
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N / A	N / A	N / A	N / A	N / A

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			
	1. VALUES ORIENTATION WORKSHOP (VOW)	4/24/1998	4/26/1998	8-HRS / DAY	PUBLIC RELATION	HRMDO
	2. CAREER AND PERSONALITY DEVELOPMENT FOR CLERKS AND OTHER ADMINISTRATIVE STAFF	5/21/2003	5/22/2003	8-HRS / DAY	PUBLIC RELATION	HRMDO
	3. COMPUTER TRAINING FOR EXCELL AND POWER POINT PROGRAM	10/28/2002	10/30/2003	8-HRS / DAY	TECHNICAL	DCST
	4. TRAINING ON OFFICE PRODUCTIVITY TOOLS	5/7/2007	5/11/2007	8-HRS / DAY	TECHNICAL	DCST
	5. FIRE CONSCIOUSNESS AND PREPAREDNESS	2/27/2008	2/27/2008	8-HRS / DAY	TECHNICAL	HRMDO
	6. SEMINAR ON FIRE PREVENTION	9/21/2012	9/21/2012	8-HRS / DAY	TECHNICAL	SECURITY OFFICE
	7. SEMINAR-WORKSHOP ON 5S AND RECORDSS MANANGEMENT	2/18/2017	2/18/2017	8-HRS / DAY	TECHNICAL	COLLEGE OF ENGINEERING
	8. Re-Orientation on the 5S Internal Audit Requirements	6/22/2017	6/22/2017	8-HRS / DAY	TECHNICAL	VSU
	9. Records Management Training	7/6/2017	7/7/2017	8-HRS / DAY	TECHNICAL	VSU
	10. Target Setting Workshop	8/20/2018	8/21/2018	8-HRS / DAY	TECHNICAL	ODAHRD

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	1. DRIVING		N / A		1. VSU - AdPA
	2. COOKING				2. LAY-EUCHARISTIC MINISTER
	3. PLAYING CHESS BOARD				(ROMAN CATHOLIC CHURCH)
	4. PLAYING BADMINTON				
	5. TABLE TENNIS				

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>MS. ASTERIA A. SEVILLA</td><td>BARANGAY TINAG-AN ALBUERA LEYTE</td><td>N / A</td></tr><tr><td>DR. LOURDES B. CANO</td><td>BAYBAY CITY, LEYTE</td><td>N / A</td></tr><tr><td>DR. REMBERETO A. PATINDOL</td><td>VSU, VISCA BAYBAY CITY, LEYTE</td><td>N / A</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	MS. ASTERIA A. SEVILLA	BARANGAY TINAG-AN ALBUERA LEYTE	N / A	DR. LOURDES B. CANO	BAYBAY CITY, LEYTE	N / A	DR. REMBERETO A. PATINDOL	VSU, VISCA BAYBAY CITY, LEYTE	N / A
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DR. REMBERETO A. PATINDOL	VSU, VISCA BAYBAY CITY, LEYTE	N / A											
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.													
<table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>V-000559</td></tr><tr><td>ID/License/Passport No.:</td><td>H03-04-001181</td></tr><tr><td>Date/Place of Issuance:</td><td>10/06/2016 BAYBAY CITY, LEYTE</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	V-000559	ID/License/Passport No.:	H03-04-001181	Date/Place of Issuance:	10/06/2016 BAYBAY CITY, LEYTE	<table><tr><td> VIRGILIO C. ACILO</td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>June 7, 2019</td></tr><tr><td>Date Accomplished</td></tr></table>	 VIRGILIO C. ACILO	Signature (Sign inside the box)	June 7, 2019	Date Accomplished
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 VIRGILIO C. ACILO													
 Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>04 JUN 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER	Person Administering Oath										
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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 work Present.. e. g. 1998 Present. Work experience should be listed from recent first.

- Duration : 03/01/2004 up to present
- Position : Administrative Aide III
- Name of Office/Unit : Records Office and Archives Center
- Immediate Supervisor : Asteria A. Sevilla
- Name of Agency/Organization and Location : VSU, VISCA Baybay City, Leyte

- List of Accomplishment and Contribution (if any)

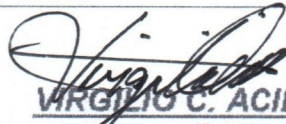
- Summary of Actual Duties

Filed documents such as : Appointment, PDS, PDF, SALN, Medical Certificate, Certificate of Eligibility, Transcript of Records (TOR) Marriage Contract, etc. to the 201 personal file folder to the Administrative staff: regular, casual, part-time instructor (temporary & substitute status) and to prepare general list for disposal for old documents.

- Duration
- Position
- Name of Office/Unit:
- Immediate Supervisor :
- Name of Agency/Organization and Location

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties



VRGILIO C. ACILO

(Signature over Printed Name
Of Employee/Applicant)

WORK EXPERIENCE SHEET

Continued

1. Name of Employer: _____

2. Address of Employer: _____
City: _____ State: _____ Zip: _____

- 3. Position Held: _____
- 4. Dates Employed: _____ to _____
- 5. Duties and Responsibilities: _____
- 6. Supervisor's Name: _____
- 7. Supervisor's Title: _____

8. Reason for Leaving: _____

- 9. Training Received: _____
- 10. Skills Learned: _____
- 11. Other Comments: _____

12. Signature of Supervisor: _____
Date: _____

13. Signature of Employee: _____

14. Date: _____

15. Signature of Employer: _____
Date: _____