

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	DIENDO		
FIRST NAME	ARNEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BECO	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	11/02/1992	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, 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:		
7. HEIGHT (m)	1.66 M	17. RESIDENTIAL ADDRESS	N/A STA. CRUZ House/Block/Lot No. Street N/A BITANHUAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	62 KG	ZIP CODE	6521
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A STA. CRUZ House/Block/Lot No. Street N/A BITANHUAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-2142-7412	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	02-025500265-2	20. MOBILE NO.	09265025635
13. SSS NO.	34-2578367-9	21. E-MAIL ADDRESS (if any)	arnel.diendo@vsu.edu.ph
14. TIN NO.	343-599-384		
15. AGENCY EMPLOYEE NO.	102721 N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LONGAKIT	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EVA MAY	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	PAÑO		
OCCUPATION	TUTOR		
EMPLOYER/BUSINESS NAME	LITERACY PAL TUTORIAL CENTER		
BUSINESS ADDRESS	UPTOWN PLAZA (UPPER), MAGSAYSAY R. ST., POBLACION ZONE 9, BAYBAY CITY, LEYTE		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	DIENDO		
FIRST NAME	TEODORO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ESTOY		
25. MOTHER'S MAIDEN NAME			
SURNAME	BECO		
FIRST NAME	LOLITA		
MIDDLE NAME	NAYRE		(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	BITANHUAN ELEMENTARY SCHOOL	PRIMARY	JUNE, 1999	APRIL, 2005	ELEMENTARY GRADUATE	2005	WITH HONOR
SECONDARY	BITANHUAN NATIONAL HIGH SCHOOL	SECONDARY	JUNE, 2005	MARCH, 2009	HIGH SCHOOL GRADUATE	2009	WITH HONOR
VOCATIONAL / TRADE COURSE	ST. PETER VELLE TECHNICAL TRAINING CENTER, INC.	PC OPERATION NCII COMPUTER SCINENCE	MAY, 2009	AUG, 2009	NCII	2009	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING	JUNE, 2012	JUNE, 2017	COLLEGE GRADUATE	2017	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	01/08/2025
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	61/08/2025
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[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)
PROFICIENT IN MS OFFICE PROGRAM	N/A	N/A
MACHINE SHOP EQUIPMENT OPERATOR	N/A	N/A
PREVENTIVE MAINTENANCE IN MECHANICAL WORKS	N/A	N/A
INSTALLATION AND ESTIMATE OF FIRE PROTECTION & PLUMBING SYSTEM	N/A	N/A
AUTOCAD 2D/3D DESIGN	N/A	N/A
PROBLEM SOLVING	N/A	N/A
CONSTRUCTION QUANTITY SURVEYING	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/08/2025
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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:  
\_\_\_\_\_

☐ 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:  
RESIGNATION , END OF TERM

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.
Noeme P. Pizon	Bontoc, Southern Leyte	9554936962
Engr. Marcelo T. Abrera Jr.	Dulag, Leyte	9478822345
Engr. Junnel Quilisadio	Tongonan, Leyte	9455427290

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

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

Government Issued ID:	PRC
ID/License/Passport No.:	0098170
Date/Place of Issuance:	10-19-2017/TACLOBAN

Signature (Sign inside the box)  
01/09/2025  
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 09 JAN. 2025

affiant exhibiting his/her validly issued government ID as indicated above.

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Series of 20 15

Atty. Myra Belle L. Aure  
Public Attorney III  
Pursuant to R.A. No. 9406  
Person Administering Oath

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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: February 2, 2022 - Present
- Position: Engineer/Quantity Surveyor
- Name of Office/Unit: Infrastructure Project Development Management & Monitoring Office
- Immediate Supervisor: Marcelo T. Abrera Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Design Mechanical works system in building plans.
  
- Summary of Actual Duties
  - Responsible in preparing bill of quantities, cost estimate and other relevant document, scrutinize maintenance and material costs, as well as contracts to ensure the best deals, document any changes in design and update budgets, gather data and quantification to verify the progress of the accomplishments of the project, come up with ways to reduce the overall cost of the project ensuring the best value for money, and undergo quantity takeoff and plan interpretation.

- Duration: February 15, 2020 – January 18, 2021
- Position: Project Engineer/Quantity Surveyor
- Name of Office/Unit: Polaries Building System, Inc.
- Immediate Supervisor:
- Name of Agency/Organization and Location: AS Fortuna Ave., 6014 Mandaue City, Cebu, Philippines
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible for managing and overseeing engineering construction projects, develop project plans, timelines, and budgets, coordinate with various teams to ensure project objectives are met, ensuring engineering principles and standards are followed, monitor project budgets, track expenses, and implement cost-saving measures as needed, ensure that projects comply with relevant regulations, safety standards, and environmental guidelines.

- Duration: January 29, 2018 – January 30, 2020
- Position: Project Engineer/Project-in-Charge
- Name of Office/Unit: AMD Construction Corporation
- Immediate Supervisor:
- Name of Agency/Organization and Location: Lot 16, Blk. 1 Gospel St., St. Gregory Village, San Isidro, Cainta Rizal, Philippines
  
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible for holding overall responsibility for a specific project, overseeing all aspects to ensure successful completion, lead and manage the project team, providing direction and motivation to achieve project goals, serve as the primary point of contact for clients, stakeholders, and team members, ensuring effective communication and managing expectations, ensure all deliverables meet quality standards and project specifications, conducting regular reviews and assessments, prepare and present regular updates and reports on project status to stakeholders, highlighting achievements and challenges, address any issues that arise during the project, making quick decisions to keep the project on track.

  
ARNEL B. DIENDO

(Signature over Printed Name  
of Employee/Applicant)

Date: 01/08/2025