

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	ALMERODA		
FIRST NAME	VERONICO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BINGALAN		
3. DATE OF BIRTH (mm/dd/yyyy)	03-30-1959	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	DAYDAY CITY LEYTE	If holder of dual citizenship, please indicate the details.	PHIL-
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 PATA6 Barangay Subdivision/Village BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.56	ZIP CODE	6521-A
8. WEIGHT (kg)	64.5		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street PATA6 Barangay Subdivision/Village DAYDAY LEYTE City/Municipality Province
10. GSIS ID NO.	000-3698-2064-6	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1211-4230-4594		
12. PHILHEALTH NO.	13-000103004-4		
13. SSS NO.	03-36982064-6	19. TELEPHONE NO.	
14. TIN NO.	937-624-698	20. MOBILE NO.	09367600060
15. AGENCY EMPLOYEE NO.	V00874	21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ALMERODA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANNABEL	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	PACULANANG		N/A	
OCCUPATION	HOUSEWIFE		N/A	
EMPLOYER/BUSINESS NAME	N/A		N/A	
BUSINESS ADDRESS	N/A		N/A	
TELEPHONE NO.	N/A		N/A	
24. FATHER'S SURNAME	ALMERODA		N/A	
FIRST NAME	CRISOLOGO	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	DIAZ		N/A	
25. MOTHER'S MAIDEN NAME	ISRAEL		N/A	
SURNAME	ALMERODA		N/A	
FIRST NAME	EUSEBIA		N/A	
MIDDLE NAME	BINGALAN		(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	Gabas Elementary School	Elementary Education	1966	1972	N/A	1972	
SECONDARY	EXPERIMENTAL RURAL HIGH SCHOOL (ERHS)	Secondary Education	1976	1980	N/A	1980	
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE (VISCA)	FOREST RANGER CERTIFICATE (FRC)	1987	1990	N/A	1990	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	12-20-18



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
	N/A			N/A		

**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	12-20-18
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[illegible]

ANNUAL AND DEVELOPMENTAL INTERVENTIONS/TRAINING PROGRAMS ATTEND:

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type: FLD Management/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	FOCUS GROUP DISCUSSION (FGD)	3-20-15	3-20-15	4		College of Forestry and Environmental Sciences
	NGO SUMMIT: Revising the Implementation of the National Greening Program	2-20-14	2-21-14	16		Rainforest Restoration Institute Dep. of Environment Natural Resources
	Inter: Barangay Forum on building Green and Sustainable Barangay. Focus on the water/sanitation	4-25-14	4-25-14	8		Institute for Strategic Research and Development Studies
	National Greening Program/Community Based Forest Mgt. Consultation Meeting	5-30-14	5-30-14	8		Community Environment & Natural Resources Center
	Seminar on Organization Development.	5-31-14	6-2-14	20		Institute for Strategic Research and Development Studies
	Leadership training and Team Building workshop for PANGSA LEADER	9-12-13	9-13-13	16		Institute for Strategic Research and Development Studies
	39th Annual PIMTS Convention	10-30-07	10-30-07	8		PIMTS / VSU
	Re-Training Course -I	6-24-02	6-29-02	48		Integrated Security Incorporated

### FOR MORE INFORMATION

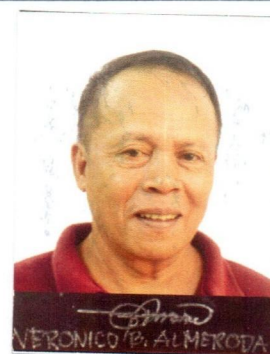
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
UTILITY MESSENGER		PATRIC GARDA GUADALUPE PARAMUS ASSOCIATION
PLUMBING		GAMMA EPSILON FRATERNITY
EATING		GAMMA LAMDA EPSILON SOCIETY
CARPENTRY		
PLAYING BALL GAMES		

SIGNATURE		DATE	12-20-18
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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)?	<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: _____

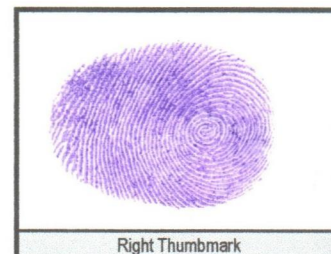
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR PATRIZ S. BELOUAS	APT. #8 VSU	
DR ANALYN M. MAZO	1A VSU	
DR ANNABELLA B. TULIN	PRES. COTTAGE VSU	
42. I declare under oath that I have personally accomplished this Personal Data Sheet which 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: UNIVERSITY ID V00874
ID/License/Passport No.:
Date/Place of Issuance:

Signature (Sign inside the box)
12-20-18
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this JAN 21 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
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 word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: Feb. 1, 2015 - present
  - Position: Administrative Aide III
  - Name of Office/Unit: Office of the Graduate School
  - Immediate Supervisor: Dr. Anabella B. Tulin
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    1. Delivered and followed-up documents (memos, letter requests, PRs, announcements, etc.) to various offices/departments
    2. Photocopied documents e.g. GS forms, memos, and etc.
    3. Watered and tendered plants inside and outside the office
    4. Cleaned office surroundings, rooms and CRs before and after office hours
  - Summary of Actual Duties
    1. Takes charge of the daily cleaning and maintenance of the office and its surroundings
    2. Records all outgoing and incoming documents
    3. Makes follow-ups of administrative and financial documents
    4. Upkeeps office facilities and equipment
    5. Grows and maintains indoor and outdoor plants of the office
    6. Facilitates photocopying of office documents as required
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- Duration: Jan. 17, 2005 – Jan. 31, 2015
  - Position: Utility, Messenger (Job Order)
  - Name of Office/Unit: Department of Biological Sciences
  - Immediate Supervisor: Dr. Analyn Mazo
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    1. Delivered and followed-up documents (memos, letter requests, PRs, announcements, etc.) to various offices/departments
    2. Cleaned office rooms and CRs before and after office hours
    3. Cleaned the surroundings within the office vicinity
  - Summary of Actual Duties
    1. Takes charge of the daily cleaning and maintenance of the office and its surroundings
    2. Make follow-ups of administrative and financial documents

  
**VERONICA B. ALMERODA**  
 (Signature over Printed Name  
 of Employee/Applicant)  
 Date: Jan. 17, 2018