

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 () ☐ 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	CRUZ			
FIRST NAME	WILLIAM	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ALAAN			
3. DATE OF BIRTH (mm/dd/yyyy)	12/31/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	MAASIN CITY	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:	
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines	
7. HEIGHT (m)	1.64	ZIP CODE	N/A	
8. WEIGHT (kg)	63		House/Block/Lot No.	N/A
9. BLOOD TYPE	AB		Subdivision/Village	MARIA CLARA
10. GSIS ID NO.	NONE		City/Municipality	SOUTHERN LEYTE
11. PAG-IBIG ID NO.	9193-5397-3758		Province	6600
12. PHILHEALTH NO.	06-251294764-1	18. PERMANENT ADDRESS	N/A	
13. SSS NO.	NONE	House/Block/Lot No.	N/A	
14. TIN NO.	753-351-512	Subdivision/Village	MARIA CLARA	
15. AGENCY EMPLOYEE NO.	NONE	City/Municipality	SOUTHERN LEYTE	
		Province	6600	
		21. E-MAIL ADDRESS (if any)	williamalaancruz@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NONE	N/A
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	CRUZ		
FIRST NAME	RUFO		
MIDDLE NAME	RODRIGUEZ		
25. MOTHER'S MAIDEN NAME			
SURNAME	ALAAN		
FIRST NAME	ASUNCION		
MIDDLE NAME	LEYSON		

(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	Ma. Clara Elementary School	BASIC EDUCATION	3/6/2005	03/28/2011	N/A	2011	FIRST HONORABLE
SECONDARY	Ichon National High School	SECONDARY EDUCATION	7/6/2011	9/4/2015	N/A	2015	N/A
VOCATIONAL / TRADE COURSE	NONE	NONE	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	TERTIARY EDUCATION	6/6/2015	06/14/2019	N/A	2019	VARSITY
GRADUATE STUDIES	NONE	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE	DATE	July 1, 2022
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE	
1. Name of Employer	
2. Address	
3. City	
4. State	
5. Zip	
6. Dates Employed (Month/Year)	
7. Position Held	
8. Description of Duties and Responsibilities	
9. Supervisor's Name	
10. Supervisor's Title	
11. Supervisor's Phone Number	
12. Supervisor's Email Address	
13. Supervisor's Signature	
14. Date of Signature	

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 11, 2002
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[illegible]










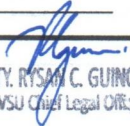
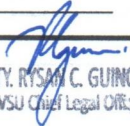
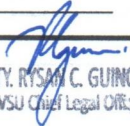
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	MOUNTAINEERING		CONSISTENT VARSITY SCHOLAR		KNIGHTS OF THE COLOMBUS
	CHESS				KARANCHO
					BAKTAS TAMOLAYAG

SIGNATURE		DATE	July 1, 2022
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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)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>JOSE L. BACUSMO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09173108076</td></tr><tr><td>LISA I. ARCE</td><td>BATO LEYTE</td><td>09273967451</td></tr><tr><td>ALLAN B. LORETO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09558217833</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	JOSE L. BACUSMO	VISCA, BAYBAY CITY, LEYTE	09173108076	LISA I. ARCE	BATO LEYTE	09273967451	ALLAN B. LORETO	VISCA, BAYBAY CITY, LEYTE	09558217833
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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>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: DRIVERS LICENSE</td></tr><tr><td>ID/License/Passport No.: H12-19-000077</td></tr><tr><td>Date/Place of Issuance: 01/07/2019</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: DRIVERS LICENSE	ID/License/Passport No.: H12-19-000077	Date/Place of Issuance: 01/07/2019	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>07/01/2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	07/01/2022	Date Accomplished	<table><tr><td></td></tr><tr><td>WILLIAM A. CRUZ PHOTO</td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		WILLIAM A. CRUZ PHOTO		Right Thumbmark
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SUBSCRIBED AND SWORN to before me this <u>04 AUG 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.														
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>				ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	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: September 1, 2019– February 29, 2020
- Position: Science Research Assistant
- Name of Office/Unit: Philrootcrops
- Immediate Supervisor: Dr. Jose L. Bacusmo
- Name of Agency/Organization and Location: Visayas State University
VSU, Baybay City Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

Assist in the maintenance of sweetpotato germplasm. Help in the collections, characterization and documentation of sweetpotato germplasm. Conduct single plant and unreplicated trials of F1 sweetpotato hybrids/genotypes. Assist in making reports of the project.

- Duration: July 1, 2020 – Present
- Position: Science Research Assistant
- Name of Office/Unit: Philrootcrops
- Immediate Supervisor: Dilberto O. Ferraren
- Name of Agency/Organization and Location: Visayas State University
VSU, Baybay City Leyte
- Summary of Actual Duties

Manage Field Operations, assist in breeding Cassava and analyzed data gathered from experimental set-ups


WILLIAM A. CRUZ

(Signature over Printed Name
of Employee/Applicant)

Date: 05/31/2022