

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.

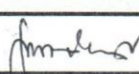
1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION			
2. SURNAME	DE LA TORRE		
FIRST NAME	MIRIAM	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MORATA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/2/1967	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	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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 BRGY. HIPUSNGO Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6521
8. WEIGHT (kg)	57		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. HIPUSNGO Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	67120200205	ZIP CODE	6521
11. PAG-IBIG ID NO.	170000247307		
12. PHILHEALTH NO.	13-000015001-1		
13. SSS NO.	N/A	19. TELEPHONE NO.	Res: (053) 335-2111; Office: (053) 563-7323
14. TIN NO.	104-767-632	20. MOBILE NO.	09194504331
15. AGENCY EMPLOYEE NO.	V00178	21. E-MAIL ADDRESS (if any)	mh3mir@yahoo.com

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	DE LA TORRE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HELCON ARNULFO	NAME EXTENSION (JR., SR)	HELCON JOHN M. DE LA TORRE	1/27/1989
MIDDLE NAME	IMPUESTO		HELCON JOSEPH M. DE LA TORRE	3/19/1992
OCCUPATION	GOVERNMENT EMPLOYEE		*****	
EMPLOYER/BUSINESS NAME	BUREAU OF FIRE PROTECTION			
BUSINESS ADDRESS	BAYBAY CITY FIRE STATION, 30 DE-DECIEMBRE ST., BAYBAY CITY			
TELEPHONE NO.	(053) 335-3998			
24. FATHER'S SURNAME	MORATA			
FIRST NAME	PAULINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ESTREMOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	TORING			
FIRST NAME	ISIDRA			
MIDDLE NAME	TAYABAS		(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	HIPUSNGO COMMUNITY SCHOOL	PRIMARY EDUCATION	1974-1975	1979-1980	GRADUATED	1980	SALUTATORIAN
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1980-1981	1983-1984	GRADUATED	1984	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN COMMERCE - MAJOR IN ACCTG.	1984-1985	1987-1988	GRADUATED	1988	N/A
GRADUATE STUDIES	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	M.A. IN EDUCATION MAJOR IN GUIDANCE	1998-1999	1999-2000	36 UNITS - Completed Acad Requirements	N/A	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	Oct. 3, 2018

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
CAREER SERVICE PROFESSIONAL	80.54	8/15/1999	TACLOBAN CITY	N/A	N/A
CAREER SERVICE SUB-PROFESSIONAL	70.00	7/26/1987	TACLOBAN CITY	N/A	N/A

(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 "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2018	Present	Administrative Officer III	Visayas State University	27,442.00	14-3	Permanent	Yes
01/01/2017	12/31/2017	Administrative Officer III	Visayas State University	25,290.00	14-1	Permanent	Yes
01/01/2016	12/31/2016	Administrative Officer III	Visayas State University	24,141.00	14-1	Permanent	Yes
07/01/2014	12/31/2015	Administrative Officer III	Visayas State University	23,044.00	14-1	Permanent	Yes
12/03/2012	06/30/2014	Administrative Officer II	Visayas State University	18,735.00	11-2	Permanent	Yes
11/03/2012	12/02/2012	Guidance Counselor I	Visayas State University	18,735.00	11-2	Permanent	Yes
06/01/2012	11/02/2012	Guidance Counselor I	Visayas State University	18,549.00	11-1	Permanent	Yes
06/01/2011	05/31/2012	Guidance Counselor I	Visayas State University	17,099.00	11-1	Permanent	Yes
06/24/2010	05/31/2011	Guidance Counselor I	Visayas State University	15,649.00	11-1	Permanent	Yes
11/03/2009	06/23/2010	Guidance Counselor I	Visayas State University	14,198.00	11-1	Permanent	Yes
07/01/2009	11/02/2009	Administrative Aide VI	Visayas State University	10,338.00	6-2	Permanent	Yes
07/01/2008	06/30/2009	Administrative Aide VI	Visayas State University	9,434.00	6-2	Permanent	Yes
01/10/2008	06/30/2008	Administrative Aide VI	Visayas State University	8,576.00	6-2	Permanent	Yes
07/01/2007	01/09/2008	Administrative Aide VI	Visayas State University	8,367.00	6-1	Permanent	Yes
01/10/2005	06/30/2007	Administrative Aide VI	Leyte State University	7,606.00	6-1	Permanent	Yes
12/01/2004	01/09/2005	Administrative Aide IV	Leyte State University	6,684.00	4-2	Permanent	Yes
03/04/2002	11/30/2004	Clerk II	Leyte State University	6,684.00	4-2	Permanent	Yes
07/01/2001	03/03/2002	Clerk II	Visayas State College of Agriculture	6,522.00	4-1	Permanent	Yes
01/01/2000	06/30/2001	Clerk II	Visayas State College of Agriculture	6,211.00	4-1	Permanent	Yes
03/04/1999	12/31/1999	Clerk II	Visayas State College of Agriculture	5,646.00	4-1	Permanent	Yes
01/01/1997	03/03/1999	Clerk I	Visayas State College of Agriculture	5,492.00	3-3	Permanent	Yes
06/01/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	5,000.00	3-3	Permanent	Yes
01/01/1996	05/31/1996	Clerk I	Visayas State College of Agriculture	4,978.00	3-2	Permanent	Yes
01/01/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	3,978.00	3-2	Permanent	Yes
01/01/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	2,978.00	3-2	Permanent	Yes
06/01/1993	12/31/1993	Clerk I	Visayas State College of Agriculture	2,178.00	3-2	Permanent	Yes
06/01/1990	05/31/1993	Clerk I	Visayas State College of Agriculture	2,156.00	3-1	Permanent	Yes
07/01/1989	05/31/1990	Clerk I	Visayas State College of Agriculture	98.00/day	N/A	Casual	Yes
01/01/1989	06/30/1989	Clerk I	Visayas State College of Agriculture	32.85/day	N/A	Casual	Yes
09/01/1988	12/31/1988	Clerk/Typist	Visayas State College of Agriculture	32.85/day	N/A	Casual	Yes
05/02/1988	12/28/1991	Bookkeeper	JERICO DEV'T PROJ.-World Vision International	800.00	N/A	Part-time	No

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct. 3, 2018
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

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

(Continue on separate sheet if necessary)

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)

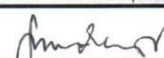
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	2018 Public Sector HR Symposium: Achieving Breakthrough Results Through Strategic HR	07/18/2018	07/20/2018	16	Managerial/Supervisory	Civil Service Commission
	S-W on Coaching for Effective Performance	02/22/2018	02/23/2018	16	Technical	Visayas State University
	Gender Sensitivity Training for VSU GDFPS-TWG members	11/13/2017	11/15/2017	24	Technical	Visayas State University
	Leaders Summit Training	09/22/2017	09/22/2017	8	Supervisory	CSC RO 8
	Training Needs Analysis	05/22/2017	05/23/2017	16	Technical	CSC RO 8
	Workshop to Review and Improve Citizens Charter	09/01/2016	09/01/2016	8	Technical	Visayas State University
	Writeshop on Individual Work Instruction in Preparation for the ISO Accreditation	04/23/2015	04/24/2015	16	Technical	Visayas State University
	Seminar-Workshop on Generally Accepted Recordkeeping Principles (GARP)	12/03/2013	12/05/2013	24	Technical	Phil. Records Mgt Association, Inc.
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	01/14/2013	01/14/2013	8	Technical	Visayas State University (VSU)
	Seminar-Workshop on Understanding the Basic Concepts of Guidance and Counseling	11/15/2012	11/16/2012	16	Technical	Univ. Student Services Office-VSU
	Skills Training for School Guidance Counselors in the Region on HIV/AIDS and Sexually Transmitted Infections	02/27/2012	03/02/2012	40	Technical	DOH-RO VIII
	PGCA 8th General Assembly & Workshops on "The Guidance & Counseling Profession: Responsive to Cyber-Generated Concerns"	09/06/2011	09/07/2011	16	Technical	Phil Guidance & Counseling, Inc. (PGCA)
	Seminar on the Millenium Development Goals and the Magna Carta of Women: Defining the Academe's Contribution	03/31/2011	03/31/2011	8	Technical	VICARP-VSU
	Capability Building on Gender, Sexuality & Rights: Articulation of Mutual Realities in Our Midst	09/28/2010	09/29/2010	16	Technical	ISRDS-VSU
	Workshop on Enhancing Group Counseling Activities and Schema - Focused Therapy	09/02/2010	09/02/2010	8	Technical	PGCA Cebu Chapter
	PGCA Midyear Assembly and S-W on the Journey to Inner Wellness	09/01/2010	09/01/2010	8	Technical	PGCA Cebu Chapter
	Total Quality Management Training Among Administrative Personnel	11/13/2009	11/14/2009	16	Technical	Visayas State University (VSU)
	Seminar on Customer Service & Implementation of the Citizens' Charter	09/22/2009	09/22/2009	8	Technical	Visayas State University (VSU)
	3rd Visayas Midyear Convention on Campus Advising	07/30/2007	08/04/2007	32	Technical	Phil Association of Campus Student Advisers
	S-W on Campus Advising & Student Leadership	02/17/2006	02/17/2006	8	Technical	Leyte State University
	Orientation Workshop on LSU IRR of Anti-Sexual Harassment Act of 1995	12/04/2002	12/04/2002	8	Technical	Leyte State University
	Seminar on Counseling Thru Cyber Space	11/26/2001	11/26/2001	8	Technical	UP Cebu & Diliman
	Team Building Workshop of Staff Involved in the Preparation and Processing of Documents Relative to Procurement	06/26/2001	06/27/2001	16	Technical	Visayas State College of Agriculture
	S-W on Performance Evaluation System	05/03/2000	05/04/2000	16	Technical	VISCA & CSC RO 8
	Echo Seminar on Strategies for Managing Individual Behaviors	11/11/1999	11/11/1999	4	Technical	Office of Student Affairs, VISCA
	Planning Workshop on Accounting Updates and Procedures	06/24/1999	06/25/1999	16	Technical	Visayas State College of Agriculture
	19th National PACSA Convention on Campus Advising	11/19/1998	11/22/1998	32	Technical	PACSA
	Computer Training Programs on Microsoft Excel '97	11/04/1998	11/06/1998	24	Technical	VISCA
	Values Orientation Workshop (VOW)	09/01/1998	09/03/1998	24	Technical	VISCA & CSC RO 8
	Training on Strengthening the Capability of VISCA's Clerical Staff	06/17/1994	06/25/1994	24	Technical	Visayas State College of Agriculture
	Seminar on the Proper Preparation of Vouchers, Payrolls and Supporting Documents	12/02/1992	12/02/1992	8	Technical	Visayas State College of Agriculture



(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)
	Auditing, Bookeeping, Counseling, Driving, Computer Operation		Best Clerk Award		LSU Administrative Personnel Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/3/2018
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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.
Ms. Chona A. Brit	USSO, VSU, Visca, Baybay City, Leyte	9216147704
Ms. Regina C. Bibera	PRPEO, VSU, Visca, Baybay City, Leyte	9067679225
Ms. Teresita L. Quiñanola	PRPEO, VSU, Visca, Baybay City, Leyte	9981517122
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	<div> Signature (Sign inside the box) Oct. 3, 2018 Date Accomplished</div>	
Government Issued ID: Driver's License		
ID/License/Passport No.: H03-00-034042		
Date/Place of Issuance: Nov. 28, 2014 / Maasin City		
<div> MIRIAM M. DE LA TORRE</div> <div>Right Thumbmark</div>		
SUBSCRIBED AND SWORN to before me this <u>OCT 05 2018</u> , affiant exhibiting his/her validly issued government ID as indicated above.		
<div>ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</div>		