

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	GAYANILO		
FIRST NAME	MA. FE		NAME EXTENSION (JR., SR)
MIDDLE NAME	LIMSIACO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/18/1974	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	Hinigaran, Negros Occidental	If holder of dual citizenship, please indicate the details.	Philippines
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	Kanlaon Graduate Dormitory House/Block/Lot No. Street Brgy. Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	0.12954 Meter	ZIP CODE	6521
8. WEIGHT (kg)	49 kilos		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	LopezJaena Street House/Block/Lot No. Street Brgy. Talaban Subdivision/Village Barangay Himamaylan City Negros Occidental City/Municipality Province
10. GSIS ID NO.	74121800750	ZIP CODE	6108
11. PAG-IBIG ID NO.	17000026927		
12. PHILHEALTH NO.	13-000015361-4		
13. SSS NO.	07-1714919-9	19. TELEPHONE NO.	053-563-7643
14. TIN NO.	910-237-140	20. MOBILE NO.	0921-172-3086
15. AGENCY EMPLOYEE NO.	V000626	21. E-MAIL ADDRESS (if any)	pinglabio@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GAYANILO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOEY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GELLO-ANO		N/A	N/A
OCCUPATION	INVENTORY COORDINATOR			
EMPLOYER/BUSINESS NAME	SACO COMPANY FOR HARDWARE			
BUSINESS ADDRESS	2790 a Amir Sultan Ibn Abdul Aziz-Al Madhar Ash Shamah, Unit No. 117, Ar Riyadh 12314-6936, Kingdom of Saudi Arabia			
TELEPHONE NO.	966599112710			
24. FATHER'S SURNAME	LIMSIACO			
FIRST NAME	RENATO	NAME EXTENSION (JR., SR) SR.		
MIDDLE NAME	GARANCHON			
25. MOTHER'S MAIDEN NAME	deceased			
SURNAME	LABIOSO			
FIRST NAME	ERLINDA			
MIDDLE NAME	MIJARES		(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	Talaban Elementary School	Primary	1980	1986	N/A	1986	N/A
SECONDARY	Stella Maris Academy	High School	1986	1990	N/A	1990	NA/
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Binalbagan Catholic College	Bachelor of Science in Commerce major in Management	1991	1996	N/A	1996	NA/
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 2, 2021
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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 SubProfessional Examination	80.01%	5/3/2015	Tacloban City		

(Continue on separate sheet if necessary)

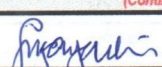
V. WORK EXPERIENCE

(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						
1/01/2021	Present	Administrative Aide IV	Visayas State University	14,400.00		Permanent	yes
3/16/2017	12/31/2020	Administrative Aide IV	Visayas State University	12,155.00		Permanent	yes
3/1/2016	3/15/2017	Admin istrative Aide III	Visayas State University	10,883.00		Permanent	yes
1/1/2015	12/31/2016	Administrative Aide IV	Visayas State University	11,181.06		Casual	yes
1/1/2014	12/31/2014	Administrative Aide IV	Visayas State University	10,358.04		Casual	yes
7/1/2013	12/31/2013	Administrative Aide IV	Visayas State University	10,358.04		Casual	yes
1/1/2013	6/30/2013	Administrative Aide IV	Visayas State University	9,535.90		Casual	yes
1/1/2012	12/31/2012	Administrative Aide IV	Visayas State University	9,535.90		Casual	yes
7/1/2011	12/31/2011	Administrative Aide II	Visayas State University	7,445.90		Casual	yes
1/1/2011	6/30/2011	Administrative Aide II	Visayas State University	6,702.96		Casual	yes
1/1/2010	12/31/2010	Administrative Aide II	Visayas State University	6,702.96		Casual	yes
1/1/2009	12/31/2009	Administrative Aide II	Visayas State University	6,702.96		Casual	yes
7/1/2008	12/31/2008	Administrative Aide II	Visayas State University	6,702.96		Casual	yes
1/1/2008	6/30/2008	Administrative Aide II	Visayas State University	6,094.00		Casual	yes
1/1/2007	12/31/2007	Administrative Aide II	Visayas State University	6,094.00		Casual	yes
1/1/2006	12/31/2006	Administrative Aide II	Leyte State University	6,094.00		Casual	yes
1/1/2005	12/31/2005	Administrative Aide II	Leyte State University	5,540.04		Casual	yes
1/1/2004	12/31/2004	Messenger	Leyte State University	5,540.04		Casual	yes
1/1/2003	12/31/2003	Messenger	Leyte State University	5,540.04		Casual	yes
1/1/2002	12/31/2002	Messenger	Visayas State College of Agriculture	5,540.04		Casual	yes
1/1/2001	12/31/2001	Messenger	Visayas State College of Agriculture	5,540.04		Casual	yes
1/1/2000	12/31/2000	Messenger	Visayas State College of Agriculture	5,276.04		Casual	yes
4/19/1999	12/31/1999	Messenger	Visayas State College of Agriculture	4,796.00		Casual	yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 2, 2021
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / 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			
	Adviser Everlasting Dormitory	SY 2001	SY 2002	1 yr	Aviser	
	Adviser Ilangilang Dormitory	SY 2002	SY 2008	6 yrs.	Aviser	
	Adviser Kanlaon Graduate Dormitory	SY 2009	Present	12 years	Aviser	
(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			
	2021 Regional Congress HRMPs	3/09/2021	3/10/2021	16	HRM	CSC Region 8 thru google met
	Seminar Workshop on Records Matrix and NAP Form-1 Completion	12/13/2019		8	Technical	CCE, VSU Campus
	Meeting cum Writeshop Identifying/Preparing Evidence Requirements under PRIME-HRM	12/5/2019	12/6/2019	16	Technical	Sabin Hotel, Ormoc City
	2019 Public Sector HR Symposium' Moving Together Toward Ambisyon Natin 2040"	7/24/2019	7/26/2019	24	Technical	PICC, Pasay City
	Effective Facilitating Skills and Proactive Intervention Techniques in Responding Student-at-Risk Situations	11/26/2018	11/27/2018	16	Technical	RDE Hall, VSU, Visca, Baybay City, Leyte
	2018 Eastern Visayas Human Resource Management Practitioners Excellence Summit	10/24/2018	10/25/2018	16	Technical	Summit Hotel, Tacloban City
	Career Planning and Development	9/4/2018	9/7/2018	32	Technical	Bohol Plaza Resort, Dauis Panglao, Tagbilaran City, Bohol
	Target Setting Workshop	8/20/2018	8/21/2018	16	Technical	Convention Center, VSU, Visca, Baybay City, L
	3-Day Consultative Workshop on the Proposed Revised Organizational Structure and Staffing Standards for SUCs (ROSSSS)	1/31/2018	2/2/2018	24	Technical	Rizal Technological University, Boni Avenue, Mandaluyong City
	Orientation on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-ORHA)	11/20/2017	11/21/2017	16	Technical	Leyte Academic Center, Palo, Leyte
	Leave Administration Course for Effectiveness	9/27/2017	9/28/2017	16	Technical	PhilRootcrops, VSU
	GSIS Pre-Retirement Seminar	10/13/2017		4	Technical	Maasin City
	1st Service Excellence Summit for Leaders	9/22/2019		8	Technical	Oriental Leyte, Baras, Palo, Leyte
	Records Management Training	7/6/2017	6/7/2017	16	Technical	QAC, VSU
	Re-Orientation on the 5S Internal Audit Requirements	6/22/2017		8	Technical	Visayas State University
	Training Needs Analysis	5/22/2017	5/23/2017	16	Technical	Ravissant, Festive Delight Function Hall, Maharlika Highway, Tacloban
	Estern Visayas Regional Congress of Human Resource Management	4/4/2017	4/6/2017	24	HRM	Civil Service Commission Region 8
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Technical	Visayas State University
	Seminar Workshop on 5'S & Records Management	2/17/2017		8	Technical	Visayas State University
	Strategic Planning Workshop	2/15/2017	2/17/2017	16	Technical	Visayas State University
	Internal Quality Audit Training	1/23/2017	1/25/2017	24	Technical	Visayas State University
	Orientation on probationary period among new permanent faculty & Staff	9/20/2016		8	Technical	Visayas State University
	Job induction and orientation/re-orientation on newly hired and promoted faculty & staff on values & Gender Development and Anti-sexual harassment	9/5/2016		8	Technical	Visayas State University
	Workshop to Review & Improve Citizen's Charter per CSC MC No. 14, s. 2016	9/1/2016		8	Technical	Visayas State University
	Writeshop in Making Institutional Portfolio for Institutional Accreditation	8/30/2016	8/31/2016	16	Technical	Visayas State University
	Writeshop on Quality Procedure	7/13/2016	7/14/2016	16	Technical	Visayas State University
	Workshop for AACUP Institutional Accreditation (2nd round)	5/10/2016	5/12/2016	24	Technical	Visayas State University
	K to 12 Transition Scholarship Nomination Workshop	3/11/2016		8	Technical	Commission on Higher education Region 8
	PRIME-HRM Congress	2/1/2016		8	HRM	Civil Service Commission Region 8
(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)		
	Computer skills	Keeper of Service Award		Leyte State University Administrative Personnel Association		
	Cooking	Length of Service Award				
	Swimming	Length of Service Award				
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	August 2, 2021	

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:

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: _____

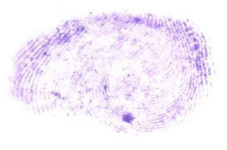
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Asteria A. Sevilla	Brgy. Tinag-an, Albuera, Leyte	63 9062716490
Dr. Lourdes B. Cano	Brgy. San Isidro, Baybay City, Leyte	63 9176341502
Lourdes C. Managbanag	E. Jacinto St. Baybay City, Leyte	63 9261009570

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.



MA. ASTERIA A. SEVILLA



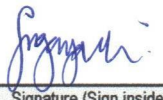
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Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU ID

ID/License/Passport No.: V000626

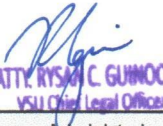
Date/Place of Issuance: VSU, Baybay City, Leyte


Signature (Sign inside the box)

August 2, 2021

Date Accomplished

SUBSCRIBED AND SWORN to before me this 05 AUG 2021, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYSA 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.

Sample: If applying to Administrative Aide VI

- Duration: 04/01/1999 06/30/2004
- Position: Messenger-Casual
- Name of Office/Unit: ODAHRD
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: ViSCA/LSU
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g. Assist the ODAHRD Director in the conduct of in-house training, facilitate request of faculty for study leave, sabbatical & attendance to training, preparation of minutes of meetings of VSU Scholarship Committee & IGP and responds to queries and performs other related functions assigned by ODAHRD Director.

Duration: March 01, 2004–March 31, 2012

- Position: Administrative Aide II-Casual
- Name of Office/Unit: ODAHRD
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g. Assist the ODAHRD Director in the conduct of in-house training, facilitate request of faculty for study leave, sabbatical & attendance to training, preparation of minutes of meetings of VSU Scholarship Committee and monitoring of faculty on study leave; responds to queries and performs other related functions.

- Duration: April 01, 2012–February 29, 2016
- Position: Administrative Aide IV-Casual
- Name of Office/Unit: ODAHRD
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g. Assist the ODAHRD Director in the conduct of in-house training, facilitate request of faculty for study leave, sabbatical & attendance to training, preparation of minutes of meetings of VSU Scholarship Committee and monitoring of faculty on study leave; responds to queries and performs other related functions.

- Duration: March 01, 2016–March 15, 2017
- Position: Administrative Aide III-Permanent
- Name of Office/Unit: ODAHRD
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g. Assist the ODAHRD Director in the conduct of in-house training, facilitate request of faculty for study leave, sabbatical & attendance to training, preparation of minutes of meetings of VSU Scholarship Committee and monitoring of faculty on study leave; responds to queries and performs other related functions.

- Duration: March 16, 2017–Present
- Position: Administrative Aide IV-Permanent
- Name of Office/Unit: ODAHRD
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Responsible in performing administrative and technical tasks e.g. Assist the ODAHRD Director in the conduct of in-house training, facilitate request of faculty for study leave, sabbatical & attendance to training, preparation of minutes of meetings of VSU Scholarship Committee and monitoring of faculty on study leave; responds to queries and performs other related functions.


MA. FEL. GAYANILO

(Signature over Printed Name
of Employee/Applicant)

Date: August 2, 2021