

CS Form No. 212  
Revised 2017

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	Gatchalian		
FIRST NAME	Florife	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Abbot		
3. DATE OF BIRTH (mm/dd/yyyy)	03/23/1968	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	Caniogan, Pasig M.M.	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PCAARRD Housing #4 Visayas State University House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	1.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	2193 Leon Kilat House/Block/Lot No. Street Boloboloc Subdivision/Village Barangay SIBULAN NEGROS ORIENTAL City/Municipality Province
10. GSIS ID NO.	956067194019	ZIP CODE	6201
11. PAG-IBIG ID NO.	170000250352		
12. PHILHEALTH NO.	13000152979	19. TELEPHONE NO.	(053) 563-7396
13. SSS NO.	N/A	20. MOBILE NO.	919-061-2001
14. TIN NO.	186751374	21. E-MAIL ADDRESS (if any)	florife.gatchalian@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00233		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	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	GATCHALIAN		
FIRST NAME	MARCELINO	NAME EXTENSION (JR., SR) Sr.	
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME	ABBOT		
SURNAME	GATCHALIAN		
FIRST NAME	FLORENTINA		
MIDDLE NAME		(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	Boloboloc Elementary School	Elementary	1975	1981		1981	
SECONDARY	Negros Oriental High School	High School	1981	1985		1985	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Silliman University	Bachelor of Science in Secondary Education	0	1995		1995	
GRADUATE STUDIES	Cebu Normal University	Master of Arts in Education (Major in Physical Education)	2016	2018		2018	
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		10/07/2022		

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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
Licensure Exam for Teachers		N/A	N/A	0260298	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*00-00Y INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2022		Instructor III	Visayas State University	33,013.00	14-3	Permanent	Y
01/01/2021		Instructor III	Visayas State University	31,491.00	14-3	Permanent	Y
01/01/2021		Instructor III	Visayas State University	31,143.00	14-2	Permanent	Y
07/18/2020	12/31/2020	Instructor III	Visayas State University	29,969.00	14-3	Permanent	Y
01/01/2020		Instructor III	Visayas State University	29,621.00	14-2	Permanent	Y
01/01/2019	12/31/2019	Instructor III	Visayas State University	28,099.00	14-2	Permanent	Y
12/01/2018		Instructor III	Visayas State University	26,806.00	14-2	Permanent	Y
01/01/2018	12/31/2018	Instructor III	Visayas State University	26,806.00	14-2	Temporary	Y
01/01/2018		Instructor III	Visayas State University	26,806.00	14-2	Temporary	Y
06/01/2017	12/31/2017	Instructor III	Visayas State University	25,573.00	14-2	Temporary	Y
01/01/2017	05/31/2017	Instructor III	Visayas State University	25,573.00	14-2	Temporary	Y
06/01/2016	12/31/2016	Instructor III	Visayas State University	24,396.00	14-2	Temporary	Y
01/01/2016	05/31/2016	Instructor III	Visayas State University	24,396.00	14-2	Temporary	Y
10/01/2015	12/31/2015	Instructor III	Visayas State University	23,274.00	14-1	Temporary	Y
06/01/2012	09/30/2015	Instructor III	Visayas State University	23,044.00	14-1	Temporary	Y
10/28/2011	05/31/2012	Instructor III	Visayas State University	21,078.00	14-1	Temporary	Y
06/01/2011	10/27/2011	Instructor II	Visayas State University	19,658.00	13	Temporary	Y
11/01/2010	05/31/2011	Instructor II	Visayas State University	17,880.00	13	Temporary	Y
06/24/2010	10/31/2010	Instructor II	Visayas State University	17,880.00	13	Contractual	Y
07/01/2009	06/23/2010	Instructor II	Visayas State University	16,101.00	13	Contractual	Y
07/01/2008	06/30/2009	Instructor II	Visayas State University	14,323.00	13	Contractual	Y
07/01/2007	06/30/2008	Instructor II	Visayas State University	13,021.00	13	Contractual	Y
12/01/2005	06/30/2007	Instructor II	Leyte State University	11,837.00	13	Contractual	Y
11/01/2005	11/30/2005	Instructor I	Leyte State University	11,167.00	12	Contractual	Y
06/01/2004	10/31/2005	Instructor I	Leyte State University	11,167.00	12	Temporary	Y
06/01/2003	05/31/2004	Instructor I	Leyte State University	11,167.00	12	Temporary	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/07/2022
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## Attachment A.1

## V. WORK EXPERIENCE

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

[illegible]




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

**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		INTERVIEW IN ASSOCIATION WITH ORGANIZATION	
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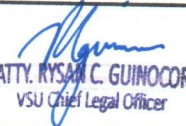
[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	10/07/2022

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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, give details: _____</p>													
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, give details: _____</p> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, give details:</p> <p style="margin-left: 40px;">Date Filed: _____</p> <p style="margin-left: 40px;">Status of Case/s: _____</p>													
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, give details: _____</p>													
<p>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?</p>	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, give details: _____</p>													
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, give details: _____</p> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, give details: _____</p>													
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, give details (country): _____</p>													
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, please specify: _____</p> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, please specify ID No _____</p> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES</div><div><input checked="" type="checkbox"/> NO</div></div> <p>If YES, please specify ID No _____</p>													
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:35%;">NAME</th><th style="width:35%;">ADDRESS</th><th style="width:30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Andreq Mazo</td><td>IHK, VSU, Baybay City, Leyte</td><td>0535637396</td></tr><tr><td>Mary Jean Sapan</td><td>IHK, VSU, Baybay City, Leyte</td><td>0535637396</td></tr><tr><td>Aleli Villocino</td><td>OVPAS, VSU, Baybay City</td><td>0535630600, 1064</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Andreq Mazo	IHK, VSU, Baybay City, Leyte	0535637396	Mary Jean Sapan	IHK, VSU, Baybay City, Leyte	0535637396	Aleli Villocino	OVPAS, VSU, Baybay City	0535630600, 1064	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 150px;"><p>FLORIFE A. GATCHALIAN</p></div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 150px;"><p>Right Thumbmark</p></div>
NAME	ADDRESS	TEL. NO.												
Andreq Mazo	IHK, VSU, Baybay City, Leyte	0535637396												
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<p>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.</p>														
<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="padding: 2px;">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 style="padding: 2px;">Government Issued ID: <b>DL</b></td></tr><tr><td style="padding: 2px;">ID/License/Passport No.: <b>G0298054984</b></td></tr><tr><td style="padding: 2px;">Date/Place of Issuance: <b>03/23/2019 / Baybay City, Leyte</b></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: <b>DL</b>	ID/License/Passport No.: <b>G0298054984</b>	Date/Place of Issuance: <b>03/23/2019 / Baybay City, Leyte</b>	<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="text-align: center; padding: 10px;"></td></tr><tr><td style="text-align: center; padding: 2px;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center; padding: 2px;">10/07/2022</td></tr><tr><td style="text-align: center; padding: 2px;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)	10/07/2022	Date Accomplished					
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Date/Place of Issuance: <b>03/23/2019 / Baybay City, Leyte</b>														
														
Signature (Sign inside the box)														
10/07/2022														
Date Accomplished														
<p>SUBSCRIBED AND SWORN to before me this <u>13 OCT 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"><p>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</p><p>Person Administering Oath</p></div>														

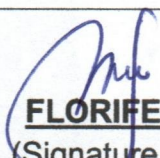


## WORK EXPERIENCE SHEET

**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: October 1, 2011 to Present
- Position: INSTRUCTOR III
- Name of Office/Unit: Institute of Human Kinetics, College of Education, Visayas State University
- Immediate Supervisor: CHARIS B.LIMBO
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepares and revised teaching materials/guides and submit to department head
  - Prepares and gives examinations (mid/final/long/quizzes)
  - Checks test papers and returns to students one week after examination
  - Submits grade sheets within prescribed period to the Registrar through the department
  - Turns over class records to department heads within two weeks after final examination
  - Makes himself available for consultation by his/her students during scheduled consultation hours
  - Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
  - Performs coaching and training of athletes
  - Implements duly approved research/extension projects within time frame
  - Prepares and prepares reports within the prescribed period
- Summary of Actual Duties
  - Teaches assigned subjects and performs other teaching related functions. Performs research and/or extension, administrative and other functions assigned by the head.

  
**FLORIFE A.GATCHALIAN**  
(Signature over Printed Name  
of Employee/Applicant)

Date: **September 15, 2022**