

# 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	VILLAGONZALO		
FIRST NAME	SEAN	NAME EXTENSION (JR., SR) N.A.	
MIDDLE NAME	ONG		
3. DATE OF BIRTH (mm/dd/yyyy)	4/6/1965	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Cebu City	If holder of dual citizenship, please indicate the details.	
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	<b>Duplex A-1</b> House/Block/Lot No. Street <b>Visca(VSU)</b> Pangasugan Subdivision/Village Barangay <b>Baybay</b> Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.7m	ZIP CODE	
8. WEIGHT (kg)	74.8kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	<b>Duplex A-1</b> House/Block/Lot No. Street <b>Visca(VSU)</b> Pangasugan Subdivision/Village Barangay <b>Baybay</b> Leyte City/Municipality Province 6521
10. GSIS ID NO.	B65G6SOV11-9490	ZIP CODE	
11. PAG-IBIG ID NO.	914226641155		
12. PHILHEALTH NO.	13-000014307-4		
13. SSS NO.	N.A.	19. TELEPHONE NO.	N.A.
14. TIN NO.	104-770-892	20. MOBILE NO.	09953934540
15. AGENCY EMPLOYEE NO.	V000546	21. E-MAIL ADDRESS (if any)	sovillagonzalo@gmail.com


## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ANDUYAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GINAS AUREA	NAME EXTENSION (JR., SR)	N.A.	N.A.
MIDDLE NAME	PINO		N.A.	N.A.
OCCUPATION	Government Employee		N.A.	N.A.
EMPLOYER/BUSINESS NAME	VSU/EDUCATION		N.A.	N.A.
BUSINESS ADDRESS	Visca, Baybay City, Leyte		N.A.	N.A.
TELEPHONE NO.	N.A.		N.A.	N.A.
24. FATHER'S SURNAME	VILLAGONZALO		N.A.	N.A.
FIRST NAME	ESAU	NAME EXTENSION (JR., SR)	N.A.	N.A.
MIDDLE NAME	SALINAS		N.A.	N.A.
25. MOTHER'S MAIDEN NAME			N.A.	N.A.
SURNAME	ONG		N.A.	N.A.
FIRST NAME	MERCEDES		N.A.	N.A.
MIDDLE NAME	ALCOVER		(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	BASAK ELEMENTARY SCHOOL	PRIMARY EDUCATION	1972	1978	GRADUATED	1978	N.A.
SECONDARY	CEBU INSTITUTE OF TECHNOLOGY	HIGH SCHOOL	1978	1982	GRADUATED	1982	N.A.
VOCATIONAL / TRADE COURSE	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
COLLEGE	CEBU INSTITUTE OF TECHNOLOGY	Bachelor of Science in Electronic and Communication Engineering	1982	1987	GRADUATED	1987	N.A.
GRADUATE STUDIES	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

(Continue on separate sheet if necessary)

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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
RA 1080	PASSED	3/14/1988	Manila	3935	On Process

(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						
1/1/2017	PRESENT	Engineer III	VSU	40227.00		PERMANENT	YES
1/1/2016	12/31/2016	Engineer III	VSU	37312.00		PERMANENT	YES
7/1/2015	12/31/2015	Engineer III	VSU	34608.00		PERMANENT	YES
7/1/2012	6/30/2015	Engineer III	VSU	34231.00		PERMANENT	YES
6/1/2012	6/30/2012	Engineer III	VSU	33859.00		PERMANENT	YES
6/1/2011	5/31/2012	Engineer III	VSU	30474.00		PERMANENT	YES
6/24/2010	5/31/2011	Engineer III	VSU	27088.00		PERMANENT	YES
7/1/2009	6/23/2010	Engineer III	VSU	23703.00		PERMANENT	YES
7/1/2009		Engineer III	VSU	20318.00		PERMANENT	YES
1/16/2009	6/30/2009	Engineer II	VSU	19784.00		PERMANENT	YES
7/1/2008	1/15/2009	Engineer II	VSU	19301.00		PERMANENT	YES
7/1/2007	6/30/2008	Engineer II	VSU	17546.00		PERMANENT	YES
1/16/2006	6/30/2007	Engineer II	VSU	15951.00		PERMANENT	YES
1/16/2003	1/15/2006	Engineer II	VSU	15561.00		PERMANENT	YES
7/1/2001	1/15/2003	Engineer II	VSU	15183.00		PERMANENT	YES
1/16/2000	6/30/2001	Engineer II	VSU	14460.00		PERMANENT	YES
1/1/2000	1/15/2000	Engineer II	VSU	14106.00		PERMANENT	YES
11/1/1997	12/31/1999	Engineer II	VSU	12824.00		PERMANENT	YES
1/16/1997	10/31/1997	Engineer II	VSU	10562.00		PERMANENT	YES
1/1/1997	1/15/1997	Engineer II	VSU	10381.00		PERMANENT	YES
1/1/1996	12/31/1996	Engineer II	VSU	8250.00		PERMANENT	YES
1/1/1995	12/31/1995	Engineer II	VSU	6534.00		PERMANENT	YES
1/16/1994	12/31/1994	Engineer II	VSU	5534.00		PERMANENT	YES
1/1/1994	1/15/1994	Engineer II	VSU	5486.00		PERMANENT	YES
1/16/1991	12/31/1993	Engineer II	VSU	4786.00		PERMANENT	YES
1/1/1990	1/15/1991	Audio Visual Technician	VSU	2473.00		PERMANENT	YES
7/10/1989	12/31/1989	Audio Visual Technician	VSU	112.00		Contractual	YES

(Continue on separate sheet if necessary)

SIGNATURE



DATE

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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		
	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			
	Arduino Microcontroller for Home safety and security system	3/25/2017		8	Technical	Institute of Electronics and Communication Engineers (IECEP)
	Fire Suppression System using aerosol & kitchen suppression system	2/18/2017		8	Technical	Institute of Electronics and Communication Engineers (IECEP)
	Lightning Protection Systems	1/23/2016		8	Technical	Institute of Electronics and Communication Engineers (IECEP)
	Knowledge Management Seminar Workshop	11/29/2016		8	Supervisory	DOST-PCAARD
	Engineering Ethics	8/22/2015		8	Managerial	Institute of Electronics and Communication Engineers (IECEP)
	Management for Engineers Real World Approach	5/4/2013		8	Managerial	Institute of Electronics and Communication Engineers (IECEP)
	VOIP/IT TELEPHONY	10/26/2013		8	Technical	Institute of Electronics and Communication Engineers (IECEP)
	International Electronics Conference and Exposition Philippines	11/22/2012	11/24/2012	30	Technical	Institute of Electronics and Communication Engineers (IECEP)
	IECEP 62nd National Mid-year Convention	7/13/2012	7/14/2012	16	Technical	Institute of Electronics and Communication Engineers (IECEP)
	Renewable Energy Source for Rural Development	3/26/2012		4	Technical	Visayas State University-Office of the Vice President for Research and Extension

(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)
	Photography		Exemplary Non-Academic (Supervisory Level) Award		MEMBER: Philippine Association of Govt Electronics Engineers
	Network Installation		One of the Awardee: Outstanding Development Project Award		MEMBER: IECEP-CV chapter
	Basic Carpentry		One of the Awardee: 2nd Place National Development Paper Award		
	Driving two/four wheels vehicle				

(Continue on separate sheet if necessary)

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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)?

☐ 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?

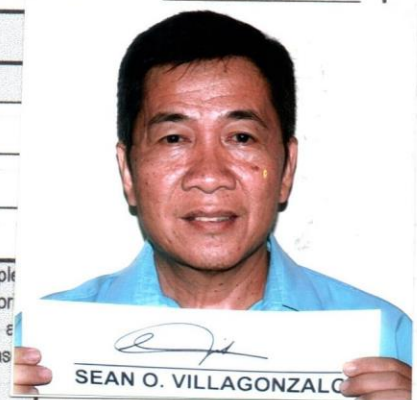
☐ YES ☒ NO  
If YES, give details (country): \_\_\_\_\_

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.
Dr. Remberto A. Patindol	VSU, Baybay City, Leyte	
Dr. Jose L. Bacusmo	VSU, Baybay City, Leyte	
Dr. Wolfreda T. Alesna	VSU, Baybay City, Leyte	

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 a misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case against me.

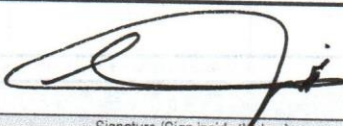


Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance


Government Issued ID: \_\_\_\_\_

ID/License/Passport No.: **PRC 0003935**


Date/Place of Issuance: **9/26/2014 / Cebu City**

  
Signature (Sign inside the box)

\_\_\_\_\_  
Date Accomplished

  
Right Thumbmark

SUBSCRIBED AND SWORN to before me this **APR 26 2017**, affiant exhibiting his/her validly issued government ID as indicated above.

  
**ATTY. RYSAN C. GUINOCOR**  
NOTARY PUBLIC  
Person Administering Oath  
UNTI DECEMBER 31, 2017

**PTR 039-0803 - BAYBAY/LEYTE - 4/12/17**  
**IDP 100-022 - TACLOBAN CITY - 12/19/16**  
**MCLE COMP. NO. V-005-000 - 07/20/15**  
**ROLL OF ATTORNEYS NO. 57467**