

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	Lao		
FIRST NAME	Magnolia	N/A	
MIDDLE NAME	Clitar		
3. DATE OF BIRTH (mm/dd/yyyy)	5/27/1976	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Cebu City	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines
7. HEIGHT (m)	5'1	Duplex Apartments	
8. WEIGHT (kg)	70kg	House/Block/Lot No.	Street
9. BLOOD TYPE	A±	VSU Main Campus	Pangasugan
10. GSIS ID NO.	76052700988	Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	1700-0030-0050	Baybay City	Leyte
12. PHILHEALTH NO.	13-0000-73895-7	City/Municipality	Province
13. SSS NO.	06-1872406-6	ZIP CODE	6521
14. TIN NO.	237-684-021	18. PERMANENT ADDRESS	
15. AGENCY EMPLOYEE NO.	V000379	House/Block/Lot No.	Street
		Subdivision/Village	Tinabitan
		Palompon	Leyte
		City/Municipality	Province
		ZIP CODE	
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0908-2431-793 / 0927-127-5883
		21. E-MAIL ADDRESS (if any)	magslao@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Lao	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Wilfredo	Ralph Wilfred C. Lao	5/18/1988
MIDDLE NAME	Puso	Fred Nathaniel C. Lao	10/26/1989
OCCUPATION	Secondary School Teacher	Analea Rafanelle C. Lao	10/1/2004
EMPLOYER/BUSINESS NAME	Dep. Ed. VIII	*****nothing follows*****	
BUSINESS ADDRESS	Baybay National High School		
TELEPHONE NO.	0917-554-8003		
24. FATHER'S SURNAME	Clitar		
FIRST NAME	Epifanio		
MIDDLE NAME	Clemente		
25. MOTHER'S MAIDEN NAME			
SURNAME	Conopio		
FIRST NAME	Elena		
MIDDLE NAME	Ricaña		
(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	Tinabitan Community School	Primary Education	1983	1989	N/A	1989	2nd runner
SECONDARY	Tinabitan National High School	Secondary Education	1989	1993	N/A	1993	2nd runner
VOCATIONAL / TRADE COURSE	none	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	University of Cebu	Bachelor of Science in Hotel and Restaurant Management, BSHRM	1994	1997	N/A	1997	Academic scholar
GRADUATE STUDIES	Central Escolar University		2010	2012	N/A	2012	VSU Faculty scholar

(Continue on separate sheet if necessary)			
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[illegible]

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

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V. 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		
	On Call Assessor for FBS, TESDA Region VIII	2015	2019	N/A	TESDA Region VII
	RQUAT, Regional Quality Assessment Team	2016	2017	N/A	Business Discipline, evaluator

(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			
	Trainer's Assessor's Methodology	4/25/2015	5/30/2015	30 days	T/M	TESDA, Calubian Leyte
	Upgrading for Assessment on FBS	11/21/2014	-	8.0	M	TESDA, Provincial Office Tacloban
	Primer on Research Method in Hospitality	5/26/2011	-	8.0	M	UFTE, U.P Asian Institution, Diliman
	Stress Management	5/4/2011	-	8.0	M	Phil. Trade Center , Pasasy City
	Seminar on Enhancing the Research Capabilities	8/6/2010	-	8.0	T	Centro Escolar University
	Lecture on Personality Development	2/12/2010	-	8.0	M	World of Adventure, Lapu Lapu City
	Basic Food and Beverage Operation	2/13/2010	-	8.0	T/M	World of Adventure, Lapu Lapu City
	Seminar on Becoming Master Teacher	4/17/2009	-	8.0	M	FARMI, Visayas State University
	Seminar Workshop in Basic Tour Guiding	9/28/2008	-	8.0	T	COHREP-TESCU, Region VIII, Tacloban City
	Apprenticeship by Experience on Board	4/7/2008	4/11/2008	40.0	T/S	Superferry, WGA shipping company, Cebu City
	Trainer's Methodology, TM 1	4/28/2008	5/3/2008	48.0	T/M	TESDA, Region VIII
	Short Course on Food Safety	5/1/2008	5/23/2008	40.0	T/M	University of the Phils. Manila
	Seminar on Fire Prevention & Preparedness	1/12/2008	-	8.0	T	Baybay Fire Brigade, Baybay City
	2nd Food Processing, Packaging and Food Service	4/16/2008	4/19/2008	40.0	T	WOFEX Visayas, 2008, CICC
	Teachers Professional Devt. Training Workshop	5/26/2008	-	5.0	M	University of the Phils. Manila
	Mental Health Program	10/24/2008	10/25/2008	16.0	M	Metro Psych Facility, Mandaue City
	Business Technology Course of Wine and Meat	9/28/2008	-	8.0	T	FC Manaog Creative Arts & Culinary Arts Center, Tacloban City
	Orientation Training of New Course in HRM	11/18/2005	-	8.0	M	CHED, Region VIII

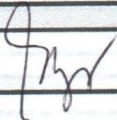
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Flower Arrangement		Resource		
	Banquet Physical Designing/arrangement		Food Safety, Albuera, Leyte		1) National Teacher's Organization, NTO
	Napkin Fold Art and Skills		Food Safety, Ormoc City, Leyte		2) Association of Administration in Hospitality, Hotel & Restaurant Management Educational Institutions, AARMEI
	Food Carving (Fruits & Chocolates)		Fine Dining, VSU High School		3) The Union of Tourism Educator, UFTE
	Drafting and Sketching		Personality Devt. VSU Faculty & Staff		
	Driving (2 & 4-wheeled Vehicle)		Skills Competency in Hospitality		
	Cooking Foreign Cuisines and Baking Pastries		Industry PIT, Tabango Leyte		

(Continue on separate sheet if necessary)

SIGNATURE



DATE

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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?

☐ YES☒ NO

If YES, give details:

b. Have you been criminally charged before any court?

☐ 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:

Resignation

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.
Venice B. Ibañez	Brgy. Gabas, Baybay City, Leyte	9356585386
Dr. Nancy V. Dumaguing	VSU, Visca, Baybay City, Leyte	9268014558

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

Government Issued ID:PRC

ID/License/Passport No.:0774109

Date/Place of Issuance:Cebu City

Signature (Sign inside the box)

11/21/2019

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 25 NOV 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

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