

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

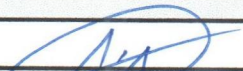
|                                  |   |  |   |
|----------------------------------|---|--|---|
| 2. SURNAME                       | LAYOLA  |  |   |
| FIRST NAME                       | LESTER  | NAME EXTENSION (JR., SR)<br>N/A                                |   |
| MIDDLE NAME                      | GUARTE  |  |   |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 01/05/1988  | 16. CITIZENSHIP  | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country:<br>Philippines |
| 4. PLACE OF BIRTH                | Maasin City   | If holder of dual citizenship,<br>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<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: |  |   |
| 7. HEIGHT (m)                    | 1.52  | 17. RESIDENTIAL ADDRESS  | purok 1<br>House/Block/Lot No. Street<br>Santa Cruz<br>Subdivision/Village Barangay<br>BAYBAY LEYTE<br>City/Municipality Province   |
| 8. WEIGHT (kg)                   | 76.00   | ZIP CODE   | 6521  |
| 9. BLOOD TYPE                    | O+  | 18. PERMANENT ADDRESS  | Purok 4<br>House/Block/Lot No. Street<br>Cabulihan<br>Subdivision/Village Barangay<br>MAASIN (Capital) SOUTHERN LEYTE<br>City/Municipality Province   |
| 10. GSIS ID NO.                  | N/A   | ZIP CODE   | NULL  |
| 11. PAG-IBIG ID NO.              | 121201373331  | 19. TELEPHONE NO.  | (   |
| 12. PHILHEALTH NO.               | 130001034317  | 20. MOBILE NO.   | 091-640-7955  |
| 13. SSS NO.                      | 0626440138  | 21. E-MAIL ADDRESS (if any)                                    | lester.layola@vsu.edu.ph  |
| 14. TIN NO.                      | 413564615   |  |   |
| 15. AGENCY EMPLOYEE NO.          | V02019  |  |   |

II. FAMILY BACKGROUND

|                          |  |                                 |   |                            |
|--------------------------|--|---------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | LAYOLA   |                                 | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | BRENDA   | NAME EXTENSION (JR., SR)        | ZEITH IVAN G. LAYOLA                                | 03/18/2013                 |
| MIDDLE NAME              | GUALBERTO  |                                 | ZOEY IVORY G. LAYOLA                                | 01/04/2019                 |
| OCCUPATION               | Agriculturist                                      |                                 |   |                            |
| EMPLOYER/BUSINESS NAME   | Department of Agriculture (DA) Regional Office 8 – |                                 |   |                            |
| BUSINESS ADDRESS         | Tacloban City                                      |                                 |   |                            |
| TELEPHONE NO.            |  |                                 |   |                            |
| 24. FATHER'S SURNAME     | LAYOLA   |                                 |   |                            |
| FIRST NAME               | EFREN  | NAME EXTENSION (JR., SR)<br>Sr. |   |                            |
| MIDDLE NAME              | AROY   |                                 |   |                            |
| 25. MOTHER'S MAIDEN NAME | virginia c guarte                                  |                                 |   |                            |
| SURNAME                  | GUARTE   |                                 |   |                            |
| FIRST NAME               | VIRGINIA   |                                 |   |                            |
| MIDDLE NAME              | CARINO   |                                 | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL               | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full)  | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(If not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|-------------------------|-----------------------------------|---|----------------------|------|--|----------------|---------------------------------------|
|                         |                                   |   | From                 | To   |  |                |                                       |
| ELEMENTARY              | Cabulihan Elem. School            | Elementary  | 1995                 | 2001 |  | 2001           | N/A                                   |
| SECONDARY               | Guadalupe National High School    | High School   | 2001                 | 2005 |  | 2005           | N/A                                   |
| VOCATIONAL/TRADE COURSE | N/A                               |   |                      |      |  |                |                                       |
| COLLEGE                 | Saint Joseph College              | Bachelor of Science in Business Administration (Major in Human Resource development Management) | 2020                 | 2024 | 4 <sup>th</sup> year                             | 2024           | N/A                                   |
| GRADUATE STUDIES        | N/A                               |   |                      |      |  |                |                                       |

|   |            |
|---|------------|
| (Continue on separate sheet if necessary)   |            |
| SIGNATURE   | DATE       |
|  | 01/15/2024 |



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

|           |   |      |            |
|-----------|---|------|------------|
| SIGNATURE |  | DATE | 01/15/2024 |
|-----------|---|------|------------|



| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|-----|--------------------|---------------------------|
|     |   | From                            | To  |                    |                           |
|     | N/A   | N/A                             | N/A | N/A                | N/A                       |
|     |   |                                 |     |                    |                           |
|     |   |                                 |     |                    |                           |
|     |   |                                 |     |                    |                           |
|     |   |                                 |     |                    |                           |
|     |   |                                 |     |                    |                           |

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED





[illegible]

## VIII. OTHER INFORMATION

[illegible]

|                  |   |             |            |
|------------------|---|-------------|------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | 01/15/2024 |
|------------------|---|-------------|------------|



| 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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)?   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>_____</div>  |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
|--|---|---|---------|----------|--------------------|------------------|-------------|----------------------|------------------|-------------|------------------|-----------------------|-------------|
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>_____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>Date Filed: _____<br/>Status of Case/s: _____</div>   |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| 36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>_____</div>   |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| 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?  | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>_____</div>   |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br><br>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?   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>   |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| 39. Have you acquired the status of an immigrant or permanent resident of another country?   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country):<br/>_____</div>   |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| 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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent?  | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div> |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)   |   |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>JESSAMINE C. ECLEO</td><td>VSU- Main Campus</td><td>09985550106</td></tr><tr><td>Dilberto O. Ferraren</td><td>VSU, baybay city</td><td>09176341488</td></tr><tr><td>Alicia M. Flores</td><td>Guadalupe baybay city</td><td>09464928865</td></tr></table>   |   | NAME  | ADDRESS | TEL. NO. | JESSAMINE C. ECLEO | VSU- Main Campus | 09985550106 | Dilberto O. Ferraren | VSU, baybay city | 09176341488 | Alicia M. Flores | Guadalupe baybay city | 09464928865 |
| NAME   | ADDRESS   | TEL. NO.  |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| JESSAMINE C. ECLEO   | VSU- Main Campus  | 09985550106   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| Dilberto O. Ferraren   | VSU, baybay city  | 09176341488   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| Alicia M. Flores   | Guadalupe baybay city   | 09464928865   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| 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. |   |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| <div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: <b>PAGIBIG</b></div> <div>ID/License/Passport No.: <b>121201373331</b></div> <div>Date/Place of Issuance: <b>04/10/2018 / ormoc city</b></div>  | <div></div> <div>Signature (Sign inside the box)</div> <div>01/15/2024</div> <div>Date Accomplished</div>  | <div></div> <div><b>LESTER P. LAYOLA</b></div> |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
|  |   | <div></div> <div>Right Thumbmark</div>         |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| SUBSCRIBED AND SWORN to before me this <b>15 JAN 2024</b> , affiant exhibiting his/her validly issued government ID as indicated above.  |   |   |         |          |                    |                  |             |                      |                  |             |                  |                       |             |
| <div></div> <div><b>ATTY. RYSAN C. GUINOCOR</b><br/>VSU Chief Legal Officer</div> <div>Person Administering Oath</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: March 1, 2022 – present
- Position: Administrative Aide III
- Name of Office/Unit: Procurement Office
- Immediate Supervisor: Jessamine C. Ecleo
- Name of Agency/Organization and Location: Procurement Office
- List of Accomplishments and Contributions (if any)
  - Prepared canvass papers or Request for Quotations (RFQs) for procurement projects procured through Alternative Methods of Procurement (AMP)
  - Served and retrieved approved RFQs, POs, NOA, NTP, Contract to and from prospective bidders
  - Hauled cargo to and from the local suppliers and Baybay City Port transmittal from Cebu Office.
- Summary of Actual Duties
  - Act as driver and main canvasser of the Procurement Office

  
\_\_\_\_\_  
LESTER G. LAYOLA

Date: 01/01/24