

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	TABINAS		
FIRST NAME	JULIA		NAME EXTENSION (JR., SR)
MIDDLE NAME	AVELLANA		
3. DATE OF BIRTH (mm/dd/yyyy)	7/29/1960	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY, LEYTE	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.52cm		House/Block/Lot No. Street
8. WEIGHT (kg)	50kg		FARMERS' VILLAGE, VSU, Visca PANGASUGAN
9. BLOOD TYPE	"O"		Subdivision/Village Barangay
10. GSIS ID NO.	B60PVJAT028		BAYBAY LEYTE
11. PAG-IBIG ID NO.	1700-0026-2652		City/Municipality Province
12. PHILHEALTH NO.	13-000015239-1		6521-A
13. SSS NO.	0620935720	18. PERMANENT ADDRESS	83A A. MABINI STREET
14. TIN NO.	116-627-114		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.			Subdivision/Village Barangay
			Baybay City Leyte
			City/Municipality Province
		19. TELEPHONE NO.	6521
			NONE
		20. MOBILE NO.	09058260758
		21. E-MAIL ADDRESS (if any)	iat_lsu@yahoo.com

II. FAMILY BACKGROUND

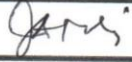
22. SPOUSE'S SURNAME	TABINAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RENELIO	NAME EXTENSION (JR., SR)	RENELLE JOY	2/12/1989
MIDDLE NAME	BIBERA		RYAN NEIL	4/17/1992
OCCUPATION	Retired		RIA JAYNE	9/7/1994
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	AVELLANA			
FIRST NAME	PATERIO	SR.		
MIDDLE NAME	CATORCE			
25. MOTHER'S MAIDEN NAME				
SURNAME	GALVEZ			
FIRST NAME	AGUEDA			
MIDDLE NAME	MODINA			

(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	BAYBAY EAST CENTRAL SCHOOL	ELEMENTARY EDUCATION	1966	1972		1972	
SECONDARY	BABAY HIGH SCHOOL	SECONDARY EDUCATION	1973	1977		1977	
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	JUNIOR SECRETARIAL COURSE	1979	1981		1981	
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN COMMERCE	1982	1991		1991	
GRADUATE STUDIES	NOT APPLICABLE						


(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 29, 2018
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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.

[illegible]

SIGNATURE		DATE	September 24, 2018
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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		
Campus Service Group 1, Holy Spirit Parish, VSU, Visca	2000	PRESENT		Member

(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)

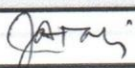
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Gender Sensitivity training and Anti-sexual Harassment Orientation	9/4/18		8		ISRDS, VSU
Workshop in Preparation for Level 1 AACUP Accreditation	10/5/17	10/6/17	16		RDE, VSU
Training of the New Computerized Enrollment System	5/24/17	5/26/17	24		DCST, VSU
Workshop to Review and Improve Citizens' Charter per CSC MC No. 14, S. 2016	9/1/16		8		VSU
A forum on MCM Herbal Dewormer	6/15/16		4		PCAARRD/VSU
Innovation and Entrepreneurship Forum"	3/6/2015		4		Visayas State University
Enterprise Resource Planning Workshop (facilitator)	3/4/2015				Visayas State University
Passage to ASEAN (P2A) Students' Summit	2/27/2015		8		Saint Joseph College, Maasin City, So. Leyte
Seminar on Intellectual Property Rights (IPR)	3/6/2013		8		Visayas State University
Briefing on Staff Involved in the Conduct of Evaluation					
of Academic Staff by the Students	1/14/2013		8		Visayas State University
Forum on Anti-Red Tape Law & CSC Policy on	9/24/2012		8		Visayas State University
Cash Advances					
Personality Development Seminar for Frontliners	9/20/12		8		Visayas State University
Entrepreneurship Forum	3/9/2012		8		College of Mgt and Economics
Job Seeking Seminar(Secretariat)	2/28/2012		8		Visayas State University
Job Seeking Seminar	3/2/2011		8		Dept of Business & Mgt, VSU
Reorientation Seminar of Frontliners	7/7/2011		8		Visayas State University
Francis J. Kongs seminar on "Managing Perspectives for Success"	3/4/2011		8		College of Mgt & Econ., VSU
Training on RA 9184 and its Revised IRR (Modules, I,II and V	7/29/2010		8		Visayas State University

(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)
Sewing, haircutting	Loyalty Award (May 4, 1981 to May 3, 2016)	VSUCC- Visayas State University
		Credit Cooperative
		VPA-Visca Personnel Association
		ADPA-Administrative Personnel
		Association

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	September 24, 2018

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)?

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

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?

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?

39. Have you acquired the status of an immigrant or permanent resident of another 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?

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Dr. Antonio P. Abamo	DBM, VSU, Visca	563-7764
Dr. Nilda T. Amestoso	DBM, VSU, Visca	563-7764
Dr. Analita A. Salabao	DBM, VSU, Visca	563-7764

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.



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

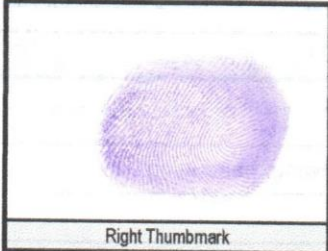
Government Issued ID:

ID/License/Passport No.:

Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this OCT 04 2018, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath