

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 () a ☐ 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	ARPOCEPLE		
FIRST NAME	DAHLIA	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	RADO		
3. DATE OF BIRTH (mm/dd/yyyy)	6/27/1969	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Talibon, Bohol	If holder of dual citizenship, please indicate the details.	<input checked="" 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	<div><div>N/A</div><div>N/A</div><div>Zone 1</div><div>Subdivision/Village</div><div>Baybay City</div><div>City/Municipality</div><div>6521</div></div> <div><div>N/A</div><div>Street</div><div>Guadalupe</div><div>Barangay</div><div>LEYTE</div><div>Province</div></div>
7. HEIGHT (m)	1.524	18. PERMANENT ADDRESS	<div><div>N/A</div><div>N/A</div><div>Zone 1</div><div>Subdivision/Village</div><div>Baybay City</div><div>City/Municipality</div><div>6521</div></div> <div><div>N/A</div><div>Street</div><div>Guadalupe</div><div>Barangay</div><div>LEYTE</div><div>Province</div></div>
8. WEIGHT (kg)	60 kg.		ZIP CODE
9. BLOOD TYPE	O+	19. TELEPHONE NO.	NONE
10. GSIS ID NO.	2004558953	20. MOBILE NO.	0945-559-5603
11. PAG-IBIG ID NO.	121055241281	21. E-MAIL ADDRESS (if any)	dahlia.arpoceple@vsu.edu.ph
12. PHILHEALTH NO.	12-025073306-8		
13. SSS NO.	N/A		
14. TIN NO.	163-173-509		
15. AGENCY EMPLOYEE NO.	V00842		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ARPOCEPLE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PABLO	NAME EXTENSION (JR., SR) None	EULA DIZA R. ARPOCEPLE	8/31/1996
MIDDLE NAME	SANCHEZ		EULA DOROTHY R. ARPOCEPLE	9/14/2005
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	RADO			
FIRST NAME	ISIDORO	NAME EXTENSION (JR., SR) None		
MIDDLE NAME	VINTOSO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ILAYA			
FIRST NAME	EULOGIA			
MIDDLE NAME	ALONZO			
(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	Getafe Elementary School	Primary Education	1976	1982		1982	2nd honor
SECONDARY	University of Bohol	High School	1982	1986		1986	NONE
VOCATIONAL / TRADE COURSE	N/A		N/A	N/A		N/A	N/A
COLLEGE	Cebu Institute of Technology	BACHELOR OF SCINECE in COMPUTER ENGINEERING	1986	1992	5th year/198 units	under grad.	NONE
GRADUATE STUDIES	N/A		N/A	N/A		N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec 12, 2019
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[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE _____

Dec. 12, 2019

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		
	NONE				

(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)

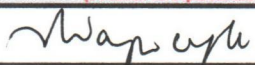
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Working Towards Personal Effectiveness	8/27/2019	8/30/2019	32	Supervisory	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.
	PRIME-HRM Orientation	9/24/2018	9/24/2018	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Full Awareness Training Course ISO 9001:2015	1/26/2018	1/27/2018	16	Foundation	Visayas State University- Office of the President
	International Seminar on Earthquake	8/21/2017	8/21/2017	8	Technical	Visayas State University- College of Engineering
	Records Management Training	7/6/2017	7/7/2017	16	Technical	Visayas State University- Office of the President
	Re-Orientation on the 5S Internal Audit Requirements	6/22/2017	6/22/2017	8	Foundation	Visayas State University- Quality Assurance Center
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Procurement Planning Workshop	9/13/2016	9/13/2016	8	Technical	Visayas State University- Office of the Director for Administration and Human Resource Development
	Procurement Act Orientation	9/9/2016	9/9/2016	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Workshop to Review and Improve Citizen's Charter	9/1/2016	9/1/2016	8	Technical	Visayas State University- Office of the Director for Administration and Human Resource Development
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	6/15/2016	6/15/2016	8	Foundation	Visayas State University- Institute for Strategic Research and Development Studies (ISRDS)
	Training Workshop on Content Management System for the College of Engineering Website and Online Class Using Moodle	5/3/2016	5/5/2016	24	Technical	Visayas State University- Department of Computer Science and Technology
	ISO 9001:2008 Orientation & Writeshop among Clerk & Secretaries	9/21/2015	9/21/2015	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Re-orientation Seminar on Customer Service, Work Values and Anti-Red Tape Law	9/10/2014	9/10/2014	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Energy Efficiency and Conservation Seminar	9/13/2013	9/13/2013	8	Technical	Department of Energy - Philippines
	Research Proposal Preparation & OPCR/IPCR Formulation & Implementation	1/15/2013	1/18/2013	32	Foundation	Visayas State University- College of Engineering
	Personality Development Seminar of Frontliners	9/20/2012	9/20/2012	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Reorientation Seminar of Frontliners	7/7/2011	7/7/2011	8	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development
	Total Quality Management among Admin. Personnel	3/18/2010	3/19/2010	16	Foundation	Visayas State University- Office of the Director for Administration and Human Resource Development

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

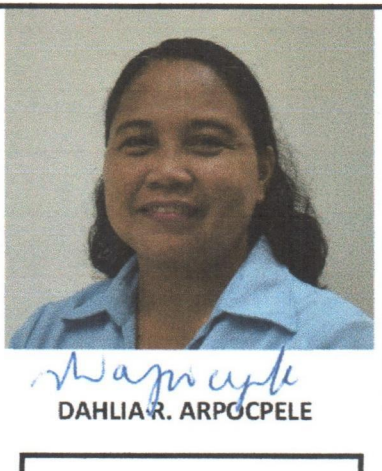
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER SKILLS:		None		Administrative Personnel Association (AdPA)
	Computer Troubleshooting				
	MS Word, Excel, Powerpoint Presentation, Publisher				
	Reformat				
	Software Installation				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	D W . 12, 2019
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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)?	<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: _____</div>
35. a. Have you ever been found guilty of any administrative offense? 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: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ 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: _____</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: _____</div>
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?	<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): _____</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: a. Are you a member of any indigenous group? b. Are you a person with disability? 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)		
NAME	ADDRESS	TEL. NO.
PROF. EPIFANIA G. LORETO	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	0995-216-7888
DR. ROBERTO C. GUARTE	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	0917-310-8078
DR. REMBERTO A. PATINDOL	VISAYAS STATE UNIVERSITY- BAYBAY CITY LEYTE	563-7108
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.		



Wapucpe
DAHLIA R. ARPOCPELE

<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: UMID</div> <div>ID/License/Passport No.: 02038 5140 4661 172</div> <div>Date/Place of Issuance: 2016/ Maasin City, Leyte</div>	<div><i>Wapucpe</i> Signature (Sign inside the box)</div> <div>Dec. 12, 2019</div> <div>Date Accomplished</div>	<div></div> <div>Right Thumbmark</div>
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SUBSCRIBED AND SWORN to before me this <u>16 APR 2020</u> , affiant exhibiting his/her validly issued government ID as indicated above.	
<div><i>Atty. Rysan C. Guinocor</i> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER 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: August 20, 2008 – present
 - Position: Administrative Aide, Admin. Aide III & Admin. Aide IV
 - Name of Office/Unit: Department of Civil Engineering
 - Immediate Supervisor: Epifania G. Loreto
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Prepares draft communications of the department and other documents required for final action by the department head.
 - Prepares reports such as cash advance, reimbursements, purchase requests, travel order, trip tickets, faculty workload and other office documents.
 - Maintains records by sorting and filing the same for efficient reference, search and retrieval.
 - Facilitates teaching performance evaluation assigned by OVPI.
 - Provides frontline services by answering queries and request from students and other clients.
 - Performs other related tasks as maybe assigned by the head from time to time.
-
- Duration: November 13, 1993 – November 9, 1999
 - Position: Cashier
 - Name of Office/Unit: SM- Multi Stores Corporation
 - Immediate Supervisor: Luzvilla Alcibar
 - Name of Agency/Organization and Location: SM- Multi Stores Corporation, SM City Cebu
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Accepting payments (cash, credit cards, checks, gift certificates) ensuring all prices and quantities are accurate and providing receipt to every customer.
 - Pleasantly deal with customers to ensure satisfaction.
 - Prepares and submits summary report.
 - Maintaining a clean workplace.


DAHLIA R. ARPOCEPLE

(Signature over Printed Name
of Employee/Applicant)

Date: December 12, 2019