

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	Colis		
FIRST NAME	Honey Sofia	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Colis		
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1967	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	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	545-B 30 De Diciembre St. House/Block/Lot No. Street Zone 23 Subdivision/Village Barangay Baybay Leyte City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.59m		
8. WEIGHT (kg)	63kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	545-B 30 De Diciembre St. House/Block/Lot No. Street Zone 23 Subdivision/Village Barangay Baybay Leyte City/Municipality Province ZIP CODE 6521
10. GSIS ID NO.	67042501830		
11. PAG-IBIG ID NO.	1700-0027-2567		
12. PHILHEALTH NO.	GHVC042567		
13. SSS NO.	06-2051764-3	19. TELEPHONE NO.	0535637067
14. TIN NO.	116-627-557	20. MOBILE NO.	09176341490
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	honey.colis@vsu.edu.ph; honey_colis@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Colis	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jesus Clyde	NAME EXTENSION (JR., SR)	Krisha Andrea V. Colis 11/30/1994
MIDDLE NAME	Flandez		Kanzi Andre V. Colis 01/30/2004
OCCUPATION	Cooperative Development Specialist		
EMPLOYER/BUSINESS NAME	Cooperative Development Authority		
BUSINESS ADDRESS	Tacloban City		
TELEPHONE NO.	053 321-5517		
24. FATHER'S SURNAME	Vega		
FIRST NAME	Teofilo	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Poliquit		
25. MOTHER'S MAIDEN NAME			
SURNAME	Israel		
FIRST NAME	Sofia		
MIDDLE NAME	Derecho		
(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	Franciscan College of the Immaculate Conception		1973	1979		1979	2nd Honorable Mention
SECONDARY	Franciscan College of the Immaculate Conception		1979	1983		1983	3rd Honorable Mention
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State College of Agriculture (now VSU)	BS Agriculture (Plant Protection)	1983	1987		1987	College Honors

HKm8

Apr. 29, 2017




[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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[illegible]

SIGNATURE		DATE	Apr. 29, 2017
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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		

(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)

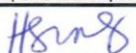
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Supervisory Development Course Tract 1	07/09/2014	07/11/2014	24	Supervisory	Civil Service Commission & VSU
	Administrative Staff Training at Masaryk University, Czech Republic	04/22/2012	05/21/2012	1 month	Supervisory	European Commission - Erasmus Mundus EXPERTS Project
	Training on Personality and Professional Development for Personal Assistants and Executive Assistants	22.03.2010	23.03.2010	16	Skill	Confederation of Scientific and Professional Organizations and DOST-7
	Seminar on Personnel Management with the Theme: "People make a difference"	19.04.2008	19.04.2008	8	Supervisory	Civil Service Commission, Dept. of Education, Dept. of Budget and Management, Dept. of
	Design and Content Development of Effective Multimedia Presentation	27.11.2006	29.11.2007	24	Technical	Department of Science & Technology - Reg. VII
	Int'l. Seminar on Strategic Management and Management of Products, Brands and Innovation based on International Landscape	17.10.2005	18.10.2005	16	Technical	BSH Bosch and Siemens Hausgerate GMBH & Leyte State University
	Int'l. Tropical Ecology Symposium on Sustainable Management of Tropical Ecosystems	11.04.2003	12.04.2003	16	Technical	Leyte State University, University of Hohenheim & Martin Luther University
	URI-CRC-LSU_PCAMRD Workshop on Institutional Frameworks for CB-CRM and Marine Conservation in Eastern Visayas Region	14.03.2002	15.03.2002	16	Technical	Coastal Resource Center, Leyte State University, PCAMRD-DOST
	Training on Tourist Reception and Guiding Techniques	22.08.2001	23.08.2001	16	Skill	Department of Tourism
	Mabuhay Host Training Seminar	24.08.2001	25.08.2001	16	Skill	Department of Tourism
	Management of Records & files for Secretaries	04.01.2001	06.01.2001	24	Skill	Human Technology Dev. Center
	International Seminar and Workshop on Tropical Ecology	22.08.1999	05.09.1999	14 days	Technical	Visayas State College of Agriculture, German Technical Cooperation, University of Hohenheim & Universitas Kristen Satya Wacana
	S-W on Personality Development, Customer Service, Human Relations, Oral & Written Communication Skills	07.09.1998	07.09.1998	8	Skill	Cora Doloroso Career Centre
	Seminar-Workshop on Standardization of Methods and Techniques in the Conduct of Rootcrop Experiments	20.03.1989	21.03.1989	16	Technical	PRCRTC and VISCA
	Regional Sweetpotato Production Training Course	23.01.1989	03.02.1989	96	Technical	International Potato Center & PCARRD

(Continue on separate sheet if necessary)



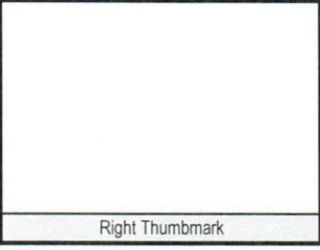


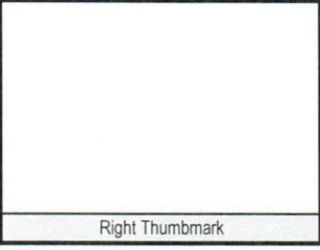


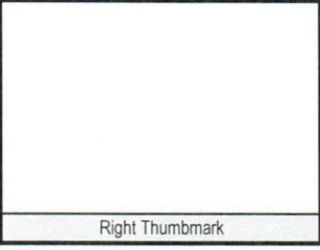
## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Good command in planning & organizing job.				VSU Adm. Personnel Asso.
	Proficient in supervisory, leadership & decision-making skill.				
	Ability to format and manipulate reports, data, spreadsheets and graphics packages (i.e. MS Office) and Statistical packages (i.e. SPSS)				
	Excellent in team work and interpersonal relation.				
	Plays lawn and table tennis, badminton and do fitness yoga.				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Apr. 29, 2017
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p>  <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p>												
	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
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	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Paciencia P. Milan</td><td>Brgy. Guadalupe, Baybay, Leyte</td><td>09081488045</td></tr><tr><td>Jose L. Bacusmo</td><td>VSU, Visca, Baybay, Leyte</td><td>09173108076</td></tr><tr><td>Manuel K. Palomar</td><td>Brgy. San Agustin, Baybay, Leyte</td><td>09279397611</td></tr></tbody></table> <p>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.</p>		NAME	ADDRESS	TEL. NO.	Paciencia P. Milan	Brgy. Guadalupe, Baybay, Leyte	09081488045	Jose L. Bacusmo	VSU, Visca, Baybay, Leyte	09173108076	Manuel K. Palomar	Brgy. San Agustin, Baybay, Leyte	09279397611
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; height: 40px; margin: 10px auto; text-align: center; line-height: 40px;">Person Administering Oath</div>													