

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	Cabras			
FIRST NAME	Marco	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Lopez			
3. DATE OF BIRTH (mm/dd/yyyy)	03/20/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Baybay City	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	<input checked="" type="checkbox"/> Male <input 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		
7. HEIGHT (m)	1.57	ZIP CODE	House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
8. WEIGHT (kg)	67.00		6521	
9. BLOOD TYPE	B+		18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
11. PAG-IBIG ID NO.	121031970933			6521
12. PHILHEALTH NO.	080508283818			
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 563-7037	
14. TIN NO.	288953495	20. MOBILE NO.	920-754-6725	
15. AGENCY EMPLOYEE NO.	VJO00188	21. E-MAIL ADDRESS (if any)	marco.cabras@vsu.edu.ph	

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	Cabras	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jennylyn	NAME EXTENSION (JR., SR)	Scarlette Anne R. Cabras
MIDDLE NAME	Ramos		Ziggy R. Cabras
OCCUPATION	Teacher I		11/08/2022
EMPLOYER/BUSINESS NAME	DepEd		
BUSINESS ADDRESS	Diversion Road Barangay Gaas, Baybay City, Leyte		
TELEPHONE NO.			
24. FATHER'S SURNAME	Cabras		
FIRST NAME	Jesus	NAME EXTENSION (JR., SR) Sr.	
MIDDLE NAME	Laurino		
25. MOTHER'S MAIDEN NAME	Gloria Fernandez Lopez		
SURNAME	Cabras		
FIRST NAME	Gloria		
MIDDLE NAME	Lopez		(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 II South Central School	Elementary	1992	1998		1998	N/A
SECONDARY	Baybay National High School	High School	1998	2002		2002	N/A
VOCATIONAL/ TRADE COURSE	Ormoc City Technological Manpower Training and Research Center, Ormoc City	Consumer Electronics Servicing NC II	2015	2015		2015	N/A
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Development Education (Major in Extension)	2002	2007		2007	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	10/27/2024

IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/27/2024
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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		
	Bureau of Fire Protection (Oplan Balik Aral) Baybay City	10/01/2008	12/20/2008	255	Fire Volunteer

(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			
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	HRMO, Visayas State University
	"From Policy to Practice": EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	07/29/2024	07/29/2024	8	Technical	HRMO, Visayas State University
	Shaping Culture: Embracing Values for Optimal Workplace Performance	05/15/2024	05/15/2024	8	Technical	HUMAN RESOURCE MANAGEMENT OFFICE, VISAYAS STATE UNIVERSITY
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	5S Revolution for Clerks & Heads	11/29/2023	11/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	HANDS ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/21/2022	8	Technical	(DOH) Department of Health
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4	Technical	ODHRM, VSU Main
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation Workshop Among JO Clerks & Laboratory Technicians	01/15/2019	01/15/2019	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	TESDA NC2- Consumer Electronics Servicing	07/13/2015	10/01/2015	216	Technical	National TVET-TESDA Leyte
	TESDA NC2 (Food and Beverage)	10/01/2009	12/18/2009	160	Technical	National TVET-TESDA Leyte

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/27/2024
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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?

b. Have you been criminally charged before any court?

☐ YES

☒ NO

☐ 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:

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.
SEAN O. VILLAGONZALO	Vilca, Baybay City	09662159131
ARLAN CASPAS	Baybay City	09488492573
LEGARIO RAMOS	Baybay City	563-7037

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: PHILHEALTH

ID/License/Passport No.: 080508283818

Date/Place of Issuance: 11/30/2011 / Baybay City, Leyte

Signature (Sign inside the box)

10/27/2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 05 NOV 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN L. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

MARCO E. CABRAS
PHOTO

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WORK EXPERIENCE SHEET

- Duration: September 9, 2019 – October 31, 2024
- Position: Clerk (JO)
- Name of Office/Unit: Information & Communication Technology Management Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Log received and released documents; serve as frontline service personnel of the office and attend phone calls and IP messaging;
- Records incoming job request and monitor ICTMC equipment deployment;
- Files documents – Memos, Circulars, and other relevant documents;
- Prepares office-related documents – Trip tickets, TO, RIS, PRs, Vouchers, Payrolls; Pre-travel, Liquidation report, DTR, etc;
- Maintain cleanliness of the office, generator maintenance and perform messengerial work;
- Assist in cabling installation and repair;
- Act as dDRC of ICTMC

- Duration: January 5, 2015 – September 8, 2019
- Position: Clerk (JO)
- Name of Office/Unit: Instrumentation & Laboratory Facilities Maintenance Unit
- Immediate Supervisor: Legario B. Ramos
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Log received and released documents; serve as frontline service personnel of the office and attend phone calls and IP messaging;
- Records incoming job request and monitor equipment deployment;
- Files documents – Memos, Circulars, and other relevant documents;
- Prepares office-related documents – Trip tickets, TO, RIS, PRs, Vouchers, Payrolls; Pre-travel, Liquidation report, DTR, etc;
- Maintain cleanliness of the office and perform messengerial work;


MARCO L. CABRAS

(Signature over Printed Name
of Employee/Applicant)

Date: October 28, 2024