

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	ESPINOSA		
FIRST NAME	GRACIANA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MANAGBANAG		
3. DATE OF BIRTH (mm/dd/yyyy)	12/19/1960	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, 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	1167 House/Block/Lot No. Street Barangay Patag Baybay Subdivision/Village Barangay City Leyte City/Municipality Province
7. HEIGHT (m)	149 m	ZIP CODE	6521
8. WEIGHT (kg)	53 kgs.	18. PERMANENT ADDRESS	1167 House/Block/Lot No. Street Barangay Patag Baybay Subdivision/Village Barangay City Leyte City/Municipality Province
9. BLOOD TYPE	"B"	ZIP CODE	6521
10. GSIS ID NO.	B60ZKGME013	19. TELEPHONE NO.	563-1990
11. PAG-IBIG ID NO.	1700-0024-8986	20. MOBILE NO.	09264410229
12. PHILHEALTH NO.	13-000015374-6	21. E-MAIL ADDRESS (if any)	gracianaesp1960@gmail.com
13. SSS NO.	NONE		
14. TIN NO.	116-625-355		
15. AGENCY EMPLOYEE NO.	20-063		

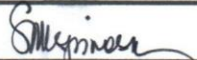
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ESPINOSA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ORLANDO	JASMIN MANAGBANAG ESPINOSA	01/27/1994
MIDDLE NAME	ALMERODA	KHRISTINE MAE MANAGBANAG ESPINOSA	5/5/1995
OCCUPATION	Government Employee	N/A	N/A
EMPLOYER/BUSINESS NAME	Dept. of Agrarian Reform	N/A	N/A
BUSINESS ADDRESS	Baybay City, Leyte	N/A	N/A
TELEPHONE NO.	None	N/A	N/A
24. FATHER'S SURNAME	MANAGBANAG	N/A	8/8/1933
FIRST NAME	ESMERALDO	N/A	N/A
MIDDLE NAME	SANTILLAN	N/A	N/A
25. MOTHER'S MAIDEN NAME	NATIVIDAD TEJADA BRAGA	N/A	9/2/1935
SURNAME	MANAGBANAG	N/A	N/A
FIRST NAME	NATIVIDAD	N/A	N/A
MIDDLE NAME	BRAGA	(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, Baybay, Leyte	Primary Education	1966	1972	Graduated	1972	N/A
SECONDARY	Baybay High School, Baybay, Leyte	High School	1972	1976	Graduated	1976	N/A
VOCATIONAL / TRADE COURSE	Franciscan College of the Immaculate Conception, Baybay, Leyte	Junior Secretarial Course	1976	1978	Graduated	1978	N/A
COLLEGE	Franciscan College of the Immaculate Conception, Baybay, Leyte	BS in Commerce	1983	1986	12 units	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 3, 2017
-----------	---	------	-------------

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE ELIGIBILITY (Sub-Professional)	83.10%	2/18/1996	Tacloban City	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0"y INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2017	Present	Administrative Aide VI	Visayas State University	P13,851.00	06-1	Permanent	Y
12/1/2016	12/31/2016	Administrative Aide VI	Visayas State University	P13,378.00	06-1	Permanent	Y
6/1/2016	11/30/2016	Administrative Aide IV	Visayas State University	P12,217.00	04-6	Permanent	Y
1/1/2016	5/31/2016	Administrative Aide IV	Visayas State University	P12,103.00	04-5	Permanent	Y
6/1/2013	12/31/2015	Administrative Aide IV	Visayas State University	P11,635.00	04-5	Permanent	Y
6/1/2012	5/31/2013	Administrative Aide IV	Visayas State University	P11,519.00	04-4	Permanent	Y
6/1/2011	5/31/2012	Administrative Aide IV	Visayas State University	P10,763.00	04-4	Permanent	Y
6/24/2010	5/31/2011	Administrative Aide IV	Visayas State University	P10,008.00	04-4	Permanent	Y
6/1/2010	6/23/2010	Administrative Aide IV	Visayas State University	P9,252.00	04-4	Permanent	Y
7/1/2009	5/31/2010	Administrative Aide IV	Visayas State University	P9,069.00	04-4	Permanent	Y
7/1/2008	6/30/2009	Administrative Aide IV	Visayas State University	P8,290.00	04-3	Permanent	Y
7/1/2007	6/30/2008	Administrative Aide IV	Visayas State University	P7,536.00	04-3	Permanent	Y
6/1/2007	6/30/2007	Administrative Aide IV	Visayas State University	P6,851.00	04-3	Permanent	Y
12/1/2004	5/31/2007	Administrative Aide IV	Visayas State University	P6,684.00	04-3	Permanent	Y
6/1/2004	11/30/2004	Clerk II	Visayas State University	P6,684.00	04-2	Permanent	Y
7/1/2001	5/31/2004	Clerk II	Visayas State University	P6,522.00	04-2	Permanent	Y
6/1/2001	6/30/2001	Clerk II	Visayas State University	P6,211.00	04-1	Permanent	Y
6/1/2001	-	Clerk I	Visayas State University	P5,894.00	03-2	Permanent	Y
1/1/2000	5/31/2001	Clerk I	Visayas State University	P5,751.00	03-1	Permanent	Y
6/1/1998	12/31/1999	Clerk I	Visayas State University	P5,228.00	03-1	Permanent	Y
1/1/1994	5/31/1998	Clerk I	Visayas State University	P5,228.00	03	Casual	Y
1/1/1989	12/31/1993	Clerk I	Visayas State University	P2,156.00	03	Casual	Y
3/1/1987	12/31/1988	Clerk-Typist	Visayas State University	P839.30	N/A	Casual	Y
5/1/1984	2/28/1987	Clerk-Typist	Visayas State University	P539.00	N/A	Casual	Y
5/1/1979	4/30/1984	Clerk-Typist	Visayas State University	404.50	N/A	Casual	Y
6/16/1978	4/30/1979	Clerk	Visayas State University	P231.00	N/A	Casual	Y
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 3, 2017
-----------	---	------	-------------

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		
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A

(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)

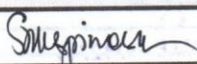
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Local	CCE Bldg., VSU
	Workshop on Strategic Planning (under OVPAF)	2/15/2017	2/16/2017	16	Local	CCE Bldg., VSU
	Seminar-Workshop on 5S & Records Management	2/18/2017	N/A	8	Local	CCE Bldg., VSU
	Seminar on HIV in the Workplace	12/9/2016	N/A	4	Local	CCE Bldg., VSU
	Seminar on Gender & Development Reorientation for Frontliners	9/16/2016	N/A	8	Local	ISRDS, Training Hall
	Planning Workshop: On the Preparation and Processing of Documents Relative to Procurement	5/27/2015	N/A	8	Local	OVPAF Conference Room
	2-day Writeshop on Individual Work Instruction in Preparation with the ISO Accreditation	4/23/2015	4/24/2015	12	Local	VCO,Lahug, Cebu City
	Seminar-Workshop on Records Recovery and Disaster Preparedness	4/23/2014	N/A	8	Local	National Archives of the Philis.
	Energy Efficiency and Conservation Seminar	3/13/2013	N/A	8	Local	Dept. of Energy, PEEP
	Briefing of Staff Involved in the conduct of Evaluation of Academic Staff by the Students	1/14/2013	N/A	4	Local	VSU, Baybay City, Leyte
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A
N/A		N/A	N/A	N/A	N/A	N/A

(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, cooking, playing badminton		N/A		Administrative Personnel Association
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 3, 2017
-----------	---	------	-------------

