

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 () ☐ d 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	OCHAVILLO		
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CEQUIÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/18/1984	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	Albuera, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.65	17. RESIDENTIAL ADDRESS	540 F. Celedio House/Block/Lot No. Street Subdivision/Village Damulaan Albuera Leyte City/Municipality Province
8. WEIGHT (kg)	55	ZIP CODE	6542
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	540 F. Celedio House/Block/Lot No. Street Subdivision/Village Damulaan Albuera Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6542
11. PAG-IBIG ID NO.	0017-6002-7508	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-050092882-5	20. MOBILE NO.	09468032910
13. SSS NO.	09-2969059-1	21. E-MAIL ADDRESS (if any)	bogsochavillo@gmail.com
14. TIN NO.	270-458-523		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	OCHAVILLO		N/A	N/A
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	DADOBO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	CEQUIÑA		N/A	N/A
FIRST NAME	JUDITH		N/A	N/A
MIDDLE NAME	GALANO		(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	DAMULAAAN CENTRAL SCHOOL		6/1/1991	3/1/1997	Graduated	1997	3rd Honorable Mention
SECONDARY	DAMULAAAN NATIONAL HIGH SCHOOL		6/1/1997	4/1/2001	Graduated	2001	1st Horable Mention
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	MINDANAO STATE UNIVERSITY - MARAWI CITY	BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING	6/1/2001	November 21, 2007	Graduated	2007	Academic Scholar
GRADUATE STUDIES							

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	Aug. 19, 2019

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	Aug. 19, 2019
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC, NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(Continue on separate sheet if necessary)


[illegible][illegible]



(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)
Playing Guitar		Philippine Society of Mechanical Engineers
Song Writing		
Playing Chess		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Aug. 19, 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 checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____resignation and finished contract_____</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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Engr. Rodolfo A. Casane, Jr.</td><td>Albuera, Leyte</td><td>9463737017</td></tr><tr><td>Engr. Jundy R. Castil</td><td>Visca, Baybay City, Leyte</td><td>9124147540</td></tr><tr><td>Dr. Pastor P. Garcia</td><td>Visca, Baybay City, Leyte</td><td>9206993889</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Engr. Rodolfo A. Casane, Jr.	Albuera, Leyte	9463737017	Engr. Jundy R. Castil	Visca, Baybay City, Leyte	9124147540	Dr. Pastor P. Garcia	Visca, Baybay City, Leyte	9206993889
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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.													
<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: PRC</div> <div>ID/License/Passport No.: 0069642</div> <div>Date/Place of Issuance: 08/24/2018/ PRC - Ormoc</div>	<div><div></div><div>Signature (Sign inside the box)</div><div>August 19, 2019</div><div>Date Accomplished</div></div> <div><div></div><div>Right Thumbmark</div></div>												
SUBSCRIBED AND SWORN to before me this 03 SEP 2019, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>ATTY. RYAN P. GUINOCOR</div> <div>VSU LEGAL OFFICER</div> <div>Person Administering Oath</div>													



EDGARDO O. OCHAVILLO

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: August 2016 – December 2016, August 2018 – May 2019
- Position: Part -time Instructor (BSME)
- Name of Office/Unit: Mechanical Engineering Department
- Immediate Supervisor: Engr. Jundy R. Castil
- Name of Agency/Organization and Location: College of Enigneering, Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Provided quality instruction for the BSME program of VSU
- Summary of Actual Duties
 - Develops syllabi that clearly outline the course requirements, rationale, goals and objectives. Submits digital copies of syllabi and course handouts to the Office of Academic Affairs each semester.
 - Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course
 - Teaches courses according to the Commission on Higher Education CMO No. 97. S.2017.
 - Creates learning environment that encourages student involvement and participation.
 - Documents student's attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to final grade.
 - Provides instructional hours based on number of units assigned.
 - Submits course grades to the Registrar's Office by the assigned date.
 - Is accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success, and life goals.


EDGARDO C. OCHAVILLO, ME
(Signature over Printed Name
of Employee/Applicant)

Date: Aug. 19, 2019