

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	PONCE		
FIRST NAME	ROGELIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ENDRINA		
3. DATE OF BIRTH (mm/dd/yyyy)	August 21 1959	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	634-A Trce de Abril St. Labangon Cebu City	If holder of dual citizenship, please indicate the details:	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	823 Blasong Street Subdivision/Village Marcos Barangay Baybay City LEYTE City/Municipality Province
7. HEIGHT (m)	163 - meter	ZIP CODE	6521
8. WEIGHT (kg)	63 - kg.		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	823 Blasong Street Subdivision/Village Marcos Barangay Baybay City LEYTE City/Municipality Province
10. GSIS ID NO.	BP No. 2001715428	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-7589-9471		
12. PHILHEALTH NO.	13-200414363-2		
13. SSS NO.	06-0578486-0	19. TELEPHONE NO.	N/A
14. TIN NO.	116 - 626 - 453	20. MOBILE NO.	09173687516
15. AGENCY EMPLOYEE NO.	VSU - ID# V00907	21. E-MAIL ADDRESS (if any)	rogelio.ponce@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Mazo	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Francisca	Jerson Ponce	09-13-83
MIDDLE NAME	Abat	Mechelle Ponce	11-14-84
OCCUPATION	None	Maria Cleafe Ponce	5-24-86
EMPLOYER/BUSINESS NAME		Bryan Ponce	12-04-87
BUSINESS ADDRESS		Jaypec Ponce	04-24-90
TELEPHONE NO.		Franchelle Khriisa Ponce	05-30-2006
24. FATHER'S SURNAME	PONCE		
FIRST NAME	DIOSDADO		
MIDDLE NAME	VILLANUEVA		
25. MOTHER'S MAIDEN NAME			
SURNAME	ENDRINA		
FIRST NAME	BUENA VENTURADA		
MIDDLE NAME	JABEL		

(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	Guadalupe Elementary School - Cebu City	Primary Education	1966	1972		1972	3rd Honor
SECONDARY	Cebu - Central College Cebu City	High School	1973	1977		1977	
VOCATIONAL / TRADE COURSE	Abellana National High School - Cebu City	Practical Electricity	1978	1978	4-months training	1978	
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

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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

TESDA OCCUPATIONAL					
QUALIFICATION SYSTEM	competent	May 19 2010	CNVs Calubian Leyte	100803024 833	2015
Building Wiring Installation					
NC II					

(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)

FromTo

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\*) INCREMENT

STATUS OF APPOINTMENT

GOVT SERVICE (Y/ N)

11-2-15	present	Labor General Foreman	College of <sup>VSU</sup> Engineering	14,000.00		casual	YES
10-31-14	11-1-15	Construction Foreman	College of Engineering				
			Construction ANNEX Bldg. VSU	470/day		Job Order	YES.
1-2-2003	9-30-14	Construction Foreman	VSU-POTC - Plant oil				
		Technician	Technology Center	8000/month		Contractual	YES
6-1-96	6-1-2000	Maintenance Electrician	SHING - CHOU				
		Machine Operator	TEXTILE - TAIWAN	18,000.00		Contractual	NO
7-1-2007	6-30-08	Welder I	Visayas State University	326.09/day		Job Order	YES
2-8-07	6-30-07	Welder I	VSU - NARC - National				
			Abaca Research Center	102.27/day		Casual	YES
1-1-93	12-31-93	Laborer	Visca - Nat.	90.90/day		Casual	YES
7-1-92	12-31-92	Welder I	Visca - Nat.	102.27/day		Casual	YES
1-1-90	12-31-91	Welder I	Visca - Nat.	102.27/day		Casual	YES
7-1-89	12-31-89	Welder I	Visca - Nat.	102.27/day		Casual	YES
1-1-89	6-30-89	Welder	Visca - Nat.	32.85/day		Casual	YES
7-1-88	12-31-88	Carpenter/welder	Visca - Nat.	32.85/day		Casual	YES
1-1-88	6-30-88	Carpenter / mason	Visca - Nat.	22.90/day		Casual	YES
12-14-87	12-31-87	Carpenter	Visca - Nat.	32.85/day		Casual	YES
10-16-87	12-13-87	Carpenter	Visca - Nat.	22.90/day		Casual	YES
7-16-84	9-30-84	Laborer	Visca - Nat.	16.45/day		Casual	YES
4-11-80	10-15-82	Electrician	Romago Electric Co.	18.00/day		Contractual	NO

(Continue on separate sheet if necessary)

SIGNATURE

DATE

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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/

29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A				
	/				

(Continue on separate sheet if necessary)

#### VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[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)
Electrician		LSU - Administrative
Plumbing		Personnel Association
Welding		
Carpentry		
Mason		

(Continue on separate sheet if necessary)

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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

If YES, give details:  
Simple Misconduct

☐ 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.
Dr. Roberto C. Guarte PhD	VSU - Visca	
Dr. Oscar B. Posas PhD	Proy. Marcos Baybay City	

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.

ROGELIO E. PONCE

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: UMID - CAN-011-6526059-3

ID/License/Passport No.:

Date/Place of Issuance: ORMOC CITY LETHE

Signature (Sign inside the box)

2-27-19

Date Accomplished

SUBSCRIBED AND SWORN to before me this MAR 14 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN O. GUINOCOR  
VSU LEGAL OFFICER  
Person Administering Oath

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## 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: March 16, 2000 – Present
- Position: Construction Foreman
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Dr. Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  1. Construction of Renewable Energy Research Center (RERC) Building;
  2. Renovation of old classrooms of the College of Engineering, Faculty and staff Rooms, and administrative offices;
  3. College of Engineering Annex Building; and
  4. Conversion of the VSU Old Library to classrooms.
- Summary of Actual Duties
  1. Supervise skilled workers and laborers of the construction of the College of Engineering Annex;
  2. Monitoring of the construction materials needed; and
  3. Evaluated the construction plan of the building.

- Duration: July 16, 1987 – July 1, 1988
- Position: Carpenter/Mason
- Name of Office/Unit: ViSCA-Visayas State College of Agriculture
- Immediate Supervisor: Dr. Marianito Escalante
- Name of Agency/Organization and Location: ViSCA-Visayas State College of Agriculture Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  1. Fabrication of filing cabinets, office tables and minor repair of the Engineering Building.
- Summary of Actual Duties
  1. Carpentry works; and
  2. Do other responsibilities related to the College program of work.

  
**ROGELIO E. PONCE**

(Signature over Printed Name  
of Employee/Applicant)

Date: March 27, 2019