

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	LOR		
FIRST NAME	LETTY JEAN	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	CAYANONG		
3. DATE OF BIRTH (mm/dd/yyyy)	9/20/1992	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	BRGY. PANGASUGAN, BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s: _____	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
7. HEIGHT (m)	1.51	19. TELEPHONE NO.	None
8. WEIGHT (kg)	60	20. MOBILE NO.	+639355943748
9. BLOOD TYPE	B+	21. E-MAIL ADDRESS (if any)	leteciamie@yahoo.com; lettyjean.lor@vsu.edu.ph
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1212-0352-8560		
12. PHILHEALTH NO.	13-025156496-6		
13. SSS NO.	06-3705265-4		
14. TIN NO.	706-221-028		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LOR		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MICHAEL	NAME EXTENSION (JR., SR.)	MIKHAEL ROVSTIN NIKLAUZ C. LOR	8/22/2013
MIDDLE NAME	OMILLON		MICHAEL NIKULAZ C. LOR	1/26/2015
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CAYANONG			
FIRST NAME	JAIME	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	BATION			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARGALLON			
FIRST NAME	ANGELITA			
MIDDLE NAME	BOREGON			

(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	ALBUERA SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	6/1/1998	3/31/2005		2005	VALEDICTORIAN
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	6/1/2005	4/15/2009		2009	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BS in Environmental Management	6/1/2009	4/15/2013		2013	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS in Development Sociology	6/1/2014	present	27 units		

(Continue on separate sheet if necessary)

SIGNATURE	DATE	1/1/2019
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	7/11/2019
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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			
	Guadalupe Consumers Cooperative	3/14/2017	3/15/2017	6.0	Assisted the GCC members to undergo Gender Sensitivity Training	
	Baybay Dairy Cooperative	3/22/2018	3/23/2018	6.0	Assisted for the BDC members to undergo Gender Sensitivity Training	
(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)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	10th National Conference of Women and Gender Studies Association of the Philippines	8/22/2018	8/23/2018	16	Technical	Womens and Gender Studies Association of the Philippines
	Gender Sensitivity Trainers Training for the Academic	7/9/18	7/10/2018	16	Technical	Visayas State University
	Workshop in Integrating Gender in Research and Extension Programs	3/14/2018	3/14/2019	6	Technical	Visayas State University
	National Conference on GAD- "GAD in the Workplace: Promoting Gender, Equality, Working for Women's Empowerment"	3/8/2018	3/9/2018	16	Technical	University of Eastern Philippines; CHED; Quest Training Center
	Gender Mainstreaming and Monitoring System Orientation	2/27/2018	2/27/2019	6	Technical	Visayas State University; EVAGAD
	Gender Sensitivity Training ++ for the VSU GFPS-TWG Members at Monteblanco Villa Hotel, Cebu City, Philippines	11/13/2017	11/15/2017	24.0	Technical	Visayas State University
	Project Operational Planning Workshop for the Formulation of the Tender Documents for the Leyte Ecological Industrial Zone Master Plan at ISRDS,	10/24/2017	10/25/2017	16.0	Technical	LEIZ Project
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	8/15/2017	8/15/2017	8.0	Technical	Visayas State University - Tolosa Campus
	Inclusive Local Development: What Role for Sustainable Energy and Industrial Policy Conference at ISRDS Training Room, VSU	8/10/2017	8/10/2017	4.0	Technical	FES
	Conference on Strengthening LGU-Academe-Industry Partnerships	8/9/2017	8/9/2017	8.0	Technical	Visayas State University
	Radio Program "Campus Talk" - Gender and Development Issues in VSU	3/7/2017	3/7/2017	3.0	Technical	Visayas State University
	Orientation on How to Attribute for GAD Budget using the HGDG	12/13/2016	12/13/2016	3.0	Technical	Local Government Unit - Osmoc City
	VSUCC Basic Cooperative Course Seminar	11/19/2016	11/19/2017	8.0	Foundation	VSUCC
	HIV and Anti-Sexual Harassment Awareness Forum	11/5/2016	11/5/2016	4.0	Technical	VSU
	Procurement Planning Workshop	9/13/2016	9/13/2016	8.0	Technical	VSU
	RTD on Achieving Food and Nutrition Security (FNS) for the Philippines in the Context of the ASEAN Integration and the 2030 Sustainable Development Agenda	8/10/2016	8/10/2016	4.0	Technical	VSU
	Forum on Mainstreaming Gender in HEIs in Region VIII: Opportunities and Challenges by Atty. Camellita Yadao-Sison of CHED Central Office	6/14/2016	6/15/2016	16.0	Technical	VSU; CHED
	Dynamic Classrooms for Sociology Teachers by Dr. Ricardo G. Abad of Ateneo de Manila University	4/26/2016	4/30/2016	40.0	Technical	Ateneo de Manila; CHED
	DRR-CCA Training: Conversations and Reflections with Yolanda Partners by Christian Aid at Dohera Hotel, Cebu City	2/10/2015	2/13/2015	24.0	Technical	Christian Aid
	(1) AISSR Research Agenda and Program (Trans) National Land Investments in Indonesia and the Philippines: Contested Control of Farmland and Cash Crops by Dr. Rossane Rutten	5/14/2014	5/14/2014	4.0	Technical	VSU
	(2) Roundtable Discussion on Who Controls the Land after CARP? Trends in the Sugar Industry in Negros Occidental by Dr. Rossane Rutten	5/14/2014	5/14/2014	4.0	Technical	VSU
	Gender Responsive Development Planning and Decision Making	5/6/2014	5/8/2014	24.0	Technical	ATI-RTC 8
	"Building Green and Sustainable Barangays: Focus on the Water and Sanitation Sectors" Inter-Barangay Forum	4/24/2014	4/24/2014	4.0	Technical	VSU
	Training Workshop on "Scientific Writing for Peer-Reviewed Publications" at PhilRootcrops Hall, VSU	12/11/2013	12/13/2013	24.0	Technical	PHERNET
	National Conference on Development Initiatives on Philippine Marginal Uplands by Philippine Higher Education Research Network	10/21/2013	10/24/2013	24.0	Technical	PHERNET
	Participant Technical Experience IASTE Philippines - (POEC)	8/9/2010	8/10/2010	16.0	Technical	IASTE; VSU
(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)	
	Computer skills (Microsoft Office Word, Excel, Publisher, Powerpoint)		University Supreme Student Council - Visayas State University (Auditor of S.Y. 2010-2011)		Eastern Visayas Association of GAD Focal Persons (EVAGAD) - member/recording secretary of VSU GAD	
	Graphic Layouting		College of Forestry and Natural Resources Supreme Student Council - Visayas State University (President of S.Y. 2010-2011)		VSU GAD Focal Point System Technical Working Group - Recording Secretary	
	Event Organizing				VSU Anti-Sexual Harassment Committee - Recording Secretary	
	Qualitative Research				Gamma Sigma Fraternity (Magenta/VSU Chapter)	
	Basic use of SPSS				Womens and Gender Studies Association of the Philippines	
	Online Selling (Fashion Items)					
	Travelling					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	1/1/2019	

<p>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,</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 answer the following items:</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> <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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	N/A								
NAME	ADDRESS	TEL. NO.											
N/A													
<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.):</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: Unified Multi-Purpose ID</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: 0111-5040827-b</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: N/A</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.):	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: Unified Multi-Purpose ID	ID/License/Passport No.: 0111-5040827-b	Date/Place of Issuance: N/A	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 60px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center; padding: 2px;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center; padding: 2px;">01/03/2019</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	01/03/2019	Date Accomplished			
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.):													
PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: Unified Multi-Purpose ID													
ID/License/Passport No.: 0111-5040827-b													
Date/Place of Issuance: N/A													
Signature (Sign inside the box)													
01/03/2019													
Date Accomplished													
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p>SUBSCRIBED AND SWORN to before me this <u>FEB 1 2 2019</u></p> </div> <div style="width: 50%; text-align: right;"> <p>, affiant exhibiting his/her validly issued government ID as indicated above.</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>ATTY. RYSAN C. GUINOCOR Person Administering Oath VS LEGAL OFFICER</p> </div>													



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.

Sample: If applying to Supervising Administrative Officer

- Duration: October 1 – December 31, 2013
- Position: Science Aide (Job Order)
- Name of Office/Unit: Philippine Higher Research Network (PHERNet) – Visayas State University
- Immediate Supervisor: Maria Aurora Teresita W. Tabada / Editha Cagasan
- Name of Agency/Organization and Location: Visayas Sate University (VSU), Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Made articles/documentation reports of the different activities/statuses of assigned studies in the PHERNet Program which were included in the terminal report/publication of the process documentation study.
 - Became part of the organizing committee and documenters for the National Conference on Marginal Upland Development on October 2013 in VSU.
- Summary of Actual Duties
 - Responsible for documenting the activities/undertakings conducted by various studies in the PHERNet program and make an article on it as major output.

- Duration: January 1, 2014 to March 15, 2018
- Position: Science Research Assistant
- Name of Office/Unit: Gender and Development Program / Anti-Sexual Harassment Office
- Immediate Supervisor: Prof. Maria Aurora Teresita W. Tabada
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Made necessary preparations for the reconstitution of the Gender Focal Point System of VSU and Anti-Sexual Harassment Committee
 - Served as official recording secretaries of mentioned system/committee
 - Successful organization of GAD/related events in VSU e.g. Women's month celebrations, gender sensitivity trainings and anti-sexual harassment orientations
 - Member of the Team in accessing and maintaining the university's Gender Mainstreaming and Monitoring System.
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., receiving/assisting clients, , preparation of reports, preparation of minutes of meetings of various committees and monitoring of trainings conducted; responds to queries and performs other related functions.

- Duration: March 16-December 31, 2018
- Position: Administrative Aide III
- Name of Office/Unit: Gender and Development Program / Anti-Sexual Harassment Office
- Immediate Supervisor: Prof. Maria Aurora Teresita W. Tabada
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Made necessary preparations for the reconstitution of the Gender Focal Point System of VSU and Anti-Sexual Harassment Committee
 - Served as official recording secretaries of mentioned system/committee
 - Successful organization of GAD/related events in VSU e.g. Women's month celebrations, gender sensitivity trainings and anti-sexual harassment orientations
 - Member of the Team in accessing and maintaining the university's Gender Mainstreaming and Monitoring System.
 - Serve as resource person during GAD related orientations
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., receiving/assisting clients, , preparation of reports, preparation of minutes of meetings of various committees and monitoring of trainings conducted; responds to queries, serve as speaker during GAD orientations and performs other related functions.

LETTY JEAN C. LOR

(Signature over Printed Name
of Employee/Applicant)

Date: 01/03/19