

# 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	GUINIPAAN		
FIRST NAME	ARLYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ALBARICO		
3. DATE OF BIRTH (mm/dd/yyyy)	November 8, 1960	16. CITIZENSHIP	FILIPINO <input checked="" type="checkbox"/> <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Manuel L. Quezon Street
			House/Block/Lot No. Street
			Subdivision/Village Barangay
			City/Municipality City Province
7. HEIGHT (m)	1.6 m	6521	
8. WEIGHT (kg)	65	ZIP CODE	
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	
10. GSIS ID NO.	60110802741		House/Block/Lot No. Street
11. PAG-IBIG ID NO.	0801 062082 03		Subdivision/Village Barangay
12. PHILHEALTH NO.	13-000015753-9	6521	City/Municipality Province
		ZIP CODE	
13. SSS NO.	06-3000-3121	19. TELEPHONE NO.	N/A
14. TIN NO.	116-624-781	20. MOBILE NO.	09269985391
15. AGENCY EMPLOYEE NO.	V000262	21. E-MAIL ADDRESS (if any)	aaguinipaan 04@yahoo. Com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GUINIPAAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BERNARD	NAME EXTENSION (JR., SR)	Micheal Arven Albarico Guinipaan	Oct. 20, 1987
MIDDLE NAME	CASTRO		Robert Lynard Albarico Guinipaan	April 27, 1989
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALBARICO			
FIRST NAME	NEMESIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RAPAS			
25. MOTHER'S MAIDEN NAME	VASQUEZ			
SURNAME	GUINIPAAN			
FIRST NAME	DOLORES			
MIDDLE NAME	VITUALLA			

(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 South Central School	Primary Education	1967	1973	Graduated	1973	None
SECONDARY	Baybay High School	Secondary Education	1973	1977	Graduated	1977	None
VOCATIONAL / TRADE COURSE							
COLLEGE	Franciscan College of the Immaculte Conception	Secretarial science	1977	1979	Graduated	1979	None
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 24, 2017
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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
Data Encoder	75.7	April 7, 1999	Tacloban City	None	None

(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") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
03/01/2015	PRESENT	Administrative Aide VI	VSU Nat.	161,340.00	SG6	P	Y
06/01/2012	02/28/2015	Administrative Aide VI	VSU Nat.	159,744.00	SG6	P	Y
03/01/2012	05/31/2012	Administrative Aide VI	VSU Nat.	149,544.00	SG6	P	Y
06/01/2011	02/29/2012	Administrative Aide VI	VSU Nat.	147,624.00	SG6	P	Y
06/24/2010	05/31/2011	Administrative Aide VI	VSU Nat.	137,100.00	SG6	P	Y
07/01/2009	06/23/2010	Administrative Aide VI	VSU Nat.	126,576.00	SG6	P	Y
03/01/2009	06/30/2009	Administrative Aide VI	VSU Nat.	116,040.00	SG6	p	y
07/01/2008	02/28/2009	Administrative Aide VI	VSU Nat.	113,208.00	SG6	P	Y
07/01/2007	06/30/2008	Administrative Aide VI	VSU Nat.	102,912.00	SG6	P	Y
03/01/2006	06/30/2007	Administrative Aide VI	LSU Nat.	93,552.00	SG6	P	Y
12/01/2004	02/28/2006	Administrative Aide VI	LSU Nat.	91,272.00	SG6	P	Y
03/01/2003	11/30/2004	DEMO I	LSU Nat.	91,272.00		P	Y
10/01/2001	02/28/2003	Utility Worker I	ViSCA Nat.	62,508.00		P	Y
07/01/2001	09/30/2001	Utility Worker I	ViSCA Nat.	60,984.00		P	Y
01/01/2000	06/30/2001	Utility Worker I	ViSCA Nat.	58,080.00		P	Y
10/01/1998	12/31/1999	Utility Worker I	ViSCA Nat.	52,800.00		P	Y
01/01/1997	09/30/1998	Clerk I	ViSCA Nat.	237.64		C	Y
01/01/1996	12/31/1996	Clerk I	ViSCA Nat.	225.27		C	Y
01/01/1995	12/31/1995	Clerk I	ViSCA Nat.	179.82		C	Y
01/01/1994	12/31/1994	Clerk I	ViSCA Nat.	134.36		C	Y
01/01/1993	12/31/1993	Clerk I	ViSCA Nat.	98.00		C	Y
01/01/1991	12/31/1992	Clerk I	ViSCA Nat.	98.00		C	Y
07/01/1989	12/31/1990	Clerk I	ViSCA Nat.	98.00		C	Y
12/14/1987	06/30/1989	Clerk I	ViSCA Nat.	38.15		C	Y
03/01/1987	12/13/1987	Clerk-Typist	ViSCA Nat.	28.15		C	Y
07/01/1986	02/28/1987	Clerk-Typist	ViSCA Nat.	24.50		C	Y
01/01/1985	06/30/1986	Clerk-Typist	ViSCA Nat.	22.25		C	Y
05/01/1984	12/31/1984	Clerk-Typist	ViSCA Nat.	20.25		C	Y
03/01/1981	04/30/1984	Clerk-Typist	ViSCA Nat.	18.40		C	Y
08/13/1979	02/28/1981	Clerk-Typist	ViSCA Nat.	16.00		C	Y

(Continue on separate sheet if necessary)

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

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

(Continue on separate sheet if necessary)

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

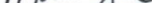
[illegible]

(Continue on separate sheet if necessary)

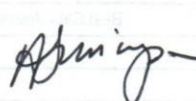
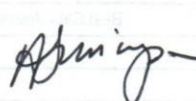
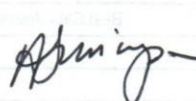




## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Typing, Zumba	Exemplary Non-Academic Award, July 1998	N/A
	Best Clerk Award, August 2004	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 24, 2017
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<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: 33%;">NAME</th><th style="width: 33%;">ADDRESS</th><th style="width: 34%;">TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Remberto A. Patindol</td><td>Visayas State University</td><td>9176341454</td></tr><tr><td>Prof. Climaco D. Espina Jr.</td><td>Visayas State University</td><td>9715508488</td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Remberto A. Patindol	Visayas State University	9176341454	Prof. Climaco D. Espina Jr.	Visayas State University	9715508488			
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Dr. Remberto A. Patindol	Visayas State University	9176341454											
Prof. Climaco D. Espina Jr.	Visayas State University	9715508488											
<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>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU</td></tr><tr><td>ID/License/Passport No.: V000262</td></tr><tr><td>Date/Place of Issuance: Sep September 9, 2015, VSU, Visca</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: VSU	ID/License/Passport No.: V000262	Date/Place of Issuance: Sep September 9, 2015, VSU, Visca	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 80px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">April 24, 2017</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)	April 24, 2017	Date Accomplished			
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<p>SUBSCRIBED AND SWORN to before me this <u>APR 25 2017</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><p></p><p><b>ATTY. RYSAN C. GUINOCOR</b></p><p>NOTARY PUBLIC</p><p>UNTIL DECEMBER 31, 2017</p><p>Person Administering Oath</p></div> <p style="text-align: center; font-size: small;">PTR 0193857 - PAT. BAY/LEYTE - 1/12/17 IBP 1030424 - TAGLUBAN CITY - 12/19/16 MCLE COMP. NO. V-00000000 - 07/20/15 ROLL OF ATTORNEYS NO. 57467</p>													



ARLYN A. GUINIPAAN  
PHOTO



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