

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

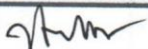
2. SURNAME	BUSTILLO		
FIRST NAME	NORIETA		NAME EXTENSION (JR, SR)
MIDDLE NAME	BATHAN		
3. DATE OF BIRTH (mm/dd/yyyy)	8/24/1963	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	672 ANDRES BONIFACIO
7. HEIGHT (m)	153 cm.	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	56 kls		F. MASCARIÑAS (ZONE 12)
9. BLOOD TYPE	"B"		Subdivision/Village Barangay
10. GSIS ID NO.	CRN 006-0102-6412-8		BAYBAY LEYTE
11. PAG-IBIG ID NO.	1700-0024-3569		City/Municipality Province
12. PHILHEALTH NO.	1300-0015-0712	18. PERMANENT ADDRESS	672 ANDRES BONIFACIO
13. SSS NO.		ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	116-623-483		F. MASCARIÑAS (ZONE 12)
15. AGENCY EMPLOYEE NO.	V000124		Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	6521
			none
		20. MOBILE NO.	0916-482-3306
		21. E-MAIL ADDRESS (if any)	nbustil@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BUSTILLO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOEL	NAME EXTENSION (JR, SR)	NORIEL JOHN B. BUSTILLO	8/30/1991
MIDDLE NAME	CENTINO		NORIEL GAY B. BUSTILLO	8/5/1993
OCCUPATION	GOVERNMENT EMPLOYEE		NORIEL JED B. BUSTILLO	10/11/1995
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		NORWEL B. BUSTILLO	8/24/1999
BUSINESS ADDRESS	VISCA, BAYBAY CITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	BATHAN			
FIRST NAME	SALVADOR	NAME EXTENSION (JR, SR)		
MIDDLE NAME	ARRIOLA			
25. MOTHER'S MAIDEN NAME				
SURNAME	DIDAL			
FIRST NAME	GERTRUDES			
MIDDLE NAME	ALKUINO			

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	PRIMARY Education	1969	1975		1975	none
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1795	1979		1979	none
VOCATIONAL / TRADE COURSE							
COLLEGE	DIVINE WORD UNIVERSITY OF TACLOBAN	BACHELOR OF SCIENCE IN COMMERCE- ACCOUNTING	1981	1984		1984	none
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN MANAGEMENT	2016	present	18 units		

SIGNATURE		DATE	04/25/2017
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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
Career Service Exam - Sub-Professional	82.25 %	4/27/1997	TACLOBAN CITY		

(Continue on separate sheet if necessary)

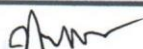
V. WORK EXPERIENCE

(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						
01/01/2017	Prseent	Admin. Aide IV	Accounting Office/Visyas State University	12,371.00	04-3	Permanent	YES
05/10/2016	12/31/2016	Admin. Aide IV	Accounting Office/Visyas State University	11,878.00	04-3	Permanent	YES
01/01/2016	05/09/2016	Admin. Aide IV	Accounting Office/Visyas State University	11,767.00	04-2	Permanent	YES
04/01/2013	12/31/2015	Admin. Aide IV	Accounting Office/Visyas State University	11,292.00	04-2	Permanent	YES
07/01/2012	03/31/2013	Admin. Aide IV	Accounting Office/Visyas State University	11,181.00	04-1	Permanent	YES
06/01/2011	06/30/2012	Admin. Aide IV	Accounting Office/Visyas State University	10,358.80	04-1	Permanent	YES
08/01/2010	05/31/2011	Admin. Aide IV	Accounting Office/Visyas State University	9,536.00	04-1	Permanent	YES
03/25/2010	07/31/2010	Admin. Aide IV	Accounting Office/Visyas State University	8,713.00	04-1	Permanent	YES
09/01/2009	03/24/2010	Admin. Aide III	Accounting Office/Visyas State University	8,243.00	03-2	Permanent	YES
08/01/2008	08/31/2009	Admin. Aide III	Accounting Office/Visyas State University	7,489.00	03-2	Permanent	YES
02/01/2008	07/31/2008	Admin. Aide III	Accounting Office/Visyas State University	6,808.00	03-2	Permanent	YES
07/01/2007	01/31/2008	Admin. Aide III	Accounting Office/Visyas State University	6,643.00	03-1	Permanent	YES
01/10/2005	06/30/2007	Admin. Aide III	Accounting Office/Visyas State University	6,039.00	03-1	Permanent	YES
07/01/2001	01/09/2005	Clerk i	Supply & Property Management. Division Office/ Accounting Office.	274.50		Casual	YES
01/01/2000	06/30/2001	Clerk i	Supply & Property Management Division Office/Visayas State Univeristy	261.41		Casual	YES
01/01/1997	12/31/1999	Clerk i	Supply & Property Management Division Office/Visayas State Univeristy	237.64		Casual	YES
01/01/1996	12/31/1996	Clerk i	Supply & Property Management Division Office/Visayas State Univeristy	225.27		Casual	YES
01/01/1995	12/31/1995	Clerk i	Supply & Property Management Division Office/Visayas State Univeristy	179.82		Casual	YES
01/01/1994	12/31/1994	Clerk i	Supply & Property Management Division Office/Visayas State Univeristy	134.36		Casual	YES
07/01/1989	12/31/1993	Clerk i	Supply & Property Management Division Office/Visayas State Univeristy	98.00		Casual	YES
8/23/1988	06/30/1989	Clerk i	Supply & Property Management Division Office/Visayas State Univeristy	32.85		Casual	YES
02/1986	05/31/1988	Utility	Municipal Assessor's Office/Baybay City	7.00		Job Order	YES

(Continue on separate sheet if necessary)

SIGNATURE



DATE

04/25/2017

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

[illegible]

(Continue on separate sheet if necessary)

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

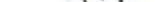
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(Continue on separate sheet if necessary)

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 literate/ playing games		Leyte State Univeraity - Administrative Association (LSU-AdPA)

(Continue on separate sheet if necessary)

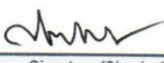
SIGNATURE		DATE	04/25/2017
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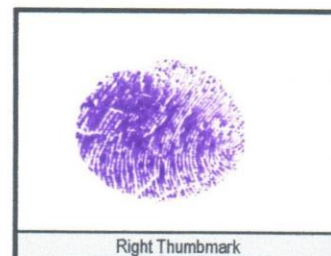
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
MS. ERLINDA S. ESGUERRA	BAYBAY CITY, LEYTE	
MS. ANITA G. GODOY	BAYBAY CITY, LEYTE	(053)563-7189

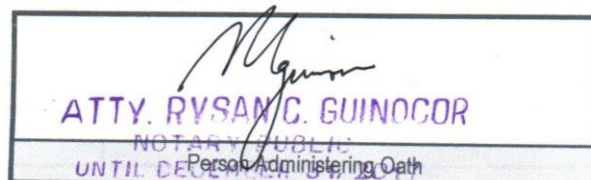
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.

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
ID/License/Passport No.:
Date/Place of Issuance:


Signature (Sign inside the box)
04/25/2017
Date Accomplished



SUBSCRIBED AND SWORN to before me this APR 25 2017, affiant exhibiting his/her validly issued government ID as indicated above.



PTR 039 5859 - BAYBAY/LEYTE - 1/12/17
IBP 4030624 - TAGLUBAN CITY - 12/19/16
MCLE COMP. NO. V - 00000000 - 12/20/15
ROLL OF ATTORNEYS NO. 57467