

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 () ☐ 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	RESTOR		
FIRST NAME	CHRISTAN MIKHAEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DIAZ		
3. DATE OF BIRTH (mm/dd/yyyy)	16/10/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	BAYBAY 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.73	17. RESIDENTIAL ADDRESS	Cottage #6 Spillway Rotunda House/Block/Lot No. Street VSU lower campus Brgy. Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521a
8. WEIGHT (kg)	80	ZIP CODE	
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Cottage #6 Spillway Rotunda House/Block/Lot No. Street VSU lower campus Brgy. Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521a
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	1212-0914-1945	19. TELEPHONE NO.	563-7415
12. PHILHEALTH NO.	12-051233407	20. MOBILE NO.	N/A
13. SSS NO.	06-3408350-3	21. E-MAIL ADDRESS (if any)	mikhael.restor@gmail.com
14. TIN NO.	439-649-413		
15. AGENCY EMPLOYEE NO.	None		

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	RESTOR			
FIRST NAME	BENJAMIN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	LAGUNA			
25. MOTHER'S MAIDEN NAME				
SURNAME	DIAZ			
FIRST NAME	WILMA			
MIDDLE NAME	BERDIJO		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	GRADE 1-6	1999	2005	Graduated	2005	N/A
SECONDARY	VISAYAS STATE UNIVERSITY- LABORATORY HIGHSCHOOL	HIGH-SCHOOL 1ST-4TH YEAR	2005	2009	Graduated	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERISTY (main campus)	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2009	2013	Graduated	2013	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERISTY (main campus)	MASTER IN MANAGEMENT MAJOR IN BUSINESS MANAGEMENT	2015	2020	Graduated	2020	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	July 1, 2022

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 1, 2022
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[illegible]

(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)
	SPORTS		None		VSU VARSITY COACH
	MUSIC				
	DESIGN				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 1, 2022
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ Resignation, I need to go back home
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.
Marwen A. Castañeda	Visca, Baybay City Leyte	9776295216
Arnulfo Galenzoga	Visca, Baybay City Leyte	9956986222
Renato Maala	Visca, Baybay City Leyte	9606090137
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.		



CHRISTIAN MICHAEL D. RESTOR

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: Visayas State University
ID/License/Passport No.: V01192
Date/Place of Issuance: VSU Baybay City Leyte

Signature (Sign inside the box)
July 1, 2022
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 04 AUG 2022, affiant exhibiting his/her validly issued government ID as indicated above.

 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer
Person Administering Oath

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: 2020 – present
- Position: Administrative Aide III
- Name of Office/Unit: Computer Section
- Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Office of the University Registrar
- List of Accomplishments and Contributions (if any)
 - Improved enrolment procedures
 - Improved Registrar Services procedure
 - Help to improve Online software system
- Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data request and Produce document request

- Duration: 2017 – 2020
- Position: IT support staff
- Name of Office/Unit: Computer Section
- Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Office of the University Registrar
- List of Accomplishments and Contributions (if any)
 - Improved enrollment procedures
- Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data

request and Produce document request

- Duration: 2014 – 2017
- Position: Administrative Assistant
- Name of Office/Unit: Alumni Community Relations Office
- Immediate Supervisor: Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
 - Produce ID for University Alumni
 - Update Database for University Alumni
- Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., Network Connection, Lay outing and design different visual materials, photography and documentation


CHRISTAN MIKHAEL D. RESTOR
(Signature over Printed Name
of Employee/Applicant)

Date: July 1, 2022