

# 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	DIAZ		
FIRST NAME	FE REMEDIOS		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	LACERNA		
3. DATE OF BIRTH (mm/dd/yyyy)	5/1/1956	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: <b>CS Form No. 212</b>
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	5 M. H. del Pilar St. House/Block/Lot No. Street Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
7. HEIGHT (m)	4'11	ZIP CODE	6521
8. WEIGHT (kg)	48	18. PERMANENT ADDRESS	5 M. H. del Pilar St. House/Block/Lot No. Street Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
9. BLOOD TYPE	A	ZIP CODE	6521
10. GSIS ID NO.	56050102403	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1700-0024-7865	20. MOBILE NO.	0928-370-2573
12. PHILHEALTH NO.	13-000015015-1	21. E-MAIL ADDRESS (if any)	feremedios56@gmail.com
13. SSS NO.	0633653976		
14. TIN NO.	104-768-520		
15. AGENCY EMPLOYEE NO.	V000181		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DIAZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CELSO	JR.	FAITH REMIE LACERNA TULIN	7/24/1983
MIDDLE NAME	ANIEL			
OCCUPATION	Self-Employed			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	0916-836-5802			
24. FATHER'S SURNAME	LACERNA (Deceased)			
FIRST NAME	BIENVENIDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	YAP			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALVARADO (Deceased)			
FIRST NAME	REMEDIOS			
MIDDLE NAME	MANTUA			

(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 West Central School	Primary Education	1963	1968	N/A	1968	None
SECONDARY	Visayas State College of Agriculture	High School	1968	1972	N/A	1972	None
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Colegio de San Jose Recoletos, Cebu City	Bachelor of Science in Commerce	1972	1976	N/A	1976	None
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE	<i>Diag</i>	DATE	April 24, 2017
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[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE	<i>Diaz</i>	DATE	April 24, 2017
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April 24, 2017



## Service Record

(To be accomplished by employer)

NAME: DIAZ, FE REMEDIOS LACERNA

(Date herein should be checked from birth or baptismal certificate or some other reliable documents.)

BIRTHDATE: May 1, 1956 BIRTHPLACE: Baybay, Leyte

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this office and approved by the authorities concerned.

Employee No: V-00181

SERVICE (Inclusive Date)		RECORD OF APPOINTMENT	OFFICE ENTITY/DIV.			Leave/ Absent		SEPARATION (4)
From	To	Designation	Status (1)	Salary (2)	Station/ Branch Place (3)	From	To	Date-Cause
01/01/2017	PRESENT	Adm. Aide VI	P	173,688.00	A VSU Nat.			NBC 568
01/01/2016	12/31/2016	Adm. Aide VI	P	168,240.00	A VSU Nat.			NBC 562
03/04/2014	12/31/2015	Adm. Aide VI	P	162,960.00	A VSU Nat.			JntCSCDBM1
06/01/2012	03/03/2014	Adm. Aide VI	P	161,340.00	A VSU Nat.			NBC 540
06/01/2011	05/31/2012	Adm. Aide VI	P	151,488.00	A VSU Nat.			NBC 530
03/04/2011	05/31/2011	Adm. Aide VI	P	141,636.00	A VSU Nat.			JntCSCDBM1
07/24/2010	03/03/2011	Adm. Aide VI	P	139,344.00	A VSU Nat.			NBC 524
07/01/2009	07/23/2010	Adm. Aide VI	P	129,132.00	A VSU Nat.			NBC 521
07/01/2008	06/30/2009	Adm. Aide VI	P	118,932.00	A VSU Nat.			NBC 516
03/04/2008	06/30/2008	Adm. Aide VI	P	108,120.00	A VSU Nat.			JntCSCDBM1
07/01/2007	03/03/2008	Adm. Aide VI	P	105,492.00	A VSU Nat.			NBC 511
03/04/2005	06/30/2007	Adm. Aide VI	P	95,904.00	A LSU "			JntCSCDBM1
12/01/2004	03/03/2005	Adm. Aide VI	P	93,552.00	A LSU "			retitling
03/04/2002	11/30/2004	Clerk III	P	93,552.00	A LSU "			JntCSCDBM1
07/01/2001	03/03/2002	Clerk III	P	91,272.00	A -do- "			NBC474
01/01/2000	06/30/2001	Clerk III	P	86,928.00	A -do- "			NBC468
03/04/1999	12/31/1999	Clerk III	P	79,020.00	A VISCA "			
01/16/1998	03/03/1999	Clerk II	P	67,752.00	A -do- "			
01/01/1997	01/15/1998	Clerk I	P	65,904.00	A -do- "			NBC#458
05/01/1996	12/31/1996	Clerk I	P	60,000.00	A VISCA Nat.			JntCSCDBM1
01/01/1996	04/30/1996	Clerk I	P	59,736.00	A VISCA Nat.			
01/01/1995	12/31/1995	Clerk I	P	47,736.00	A -do- "			
01/01/1994	12/31/1994	Clerk I	P	35,736.00	A -do- "			
05/01/1993	12/31/1993	Clerk I	P	26,136.00	A VISCA "			
05/01/1990	04/30/1993	Clerk I	P	25,872.00	A VISCA "			
07/01/1989	04/30/1990	Clerk I	C	98.00	D -do- "			
01/01/1989	06/30/1989	Clerk I	C	38.15	D -do- "			
12/14/1987	12/31/1988	Clerk Typist	C	38.15	D -do- "			
03/01/1987	12/13/1987	Clerk Typist	C	28.15	D -do- "			
07/01/1986	02/28/1987	Clerk Typist	C	24.50	D -do- "			
01/01/1985	06/30/1986	Clerk Typist	C	22.25	D -do- "			
05/01/1984	12/31/1984	Clerk Typist	C	20.25	D -do- "	3/6/1984	3/9/1984	SL WOP
01/10/1984	04/30/1984	Clerk Typist	C	18.40	D -do- "			reappt.
03/01/1981	03/31/1983	Clerk Typist	C	20.70	D -do- "	4/1/1983		RESIGNED
12/22/1979	02/28/1981	Clerk II	C	18.00	D -do- "			
11/17/1979	12/18/1979	Clerk II	C	18.00	D -do- "			
11/01/1979	11/13/1979	Clerk II	C	18.00	D -do- "			
09/29/1979	10/28/1979	Clerk II	C	18.00	D -do- "			
09/01/1979	09/25/1979	Clerk II	C	18.00	D -do- "	6/28/197	6/29/197	
07/26/1979	08/28/1979	Clerk II	C	18.00	D -do- "	6/11/197	6/21/197	10 vl
07/01/1979	07/22/1979	Clerk II	C	18.00	D -do- "	6/1/1979		vl
06/21/1979	06/27/1979	Clerk II	C	18.00	D -do- "	5/15/197		vl
05/13/1979	06/13/1979	Clerk II	C	18.00	D -do- "	3/29/197	3/30/197	BREAK
04/16/1979	05/09/1979	Clerk II	C	18.00	D -do- "	3/17/197		BREAK
11/04/1978	04/09/1979	Clerk II	C	18.00	D VISCA Nat.	2/22/197	2/24/197	BREAK

Purpose: For PDS.

O.R. #: 0496807

Date: 20-APRIL-2017

Issued in compliance with Executive Order No. 54, dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954, of the


Legend: D - Daily M - Monthly A - Annually

CERTIFIED CORRECT:

C - Casual  
CO-Contractual  
P - Permanent  
PR - Provisional  
PB - Probational  
Hi - Hired

T - Temporary  
TS - Temp./Subst.  
S - Substitute  
RS - Regular Substitute  
RP - Regular Permanent  
PS - Provisional/Substitute

Date Issued: 4/20/2017

  
TERESITA L. QUIÑANOLA  
Chief or Head of Office  
Supervising Administrative Officer  
Designation



# VI. VOLUNTARY WORK OR INVOLVEMENT IN C / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
VSU Credit Cooperative	1985	Present		Member, Audit Committee
VIREX Staff Association	1998	Present		Treasurer
VSU Personnel Association	19781	Present		Member
VSU Administrative Personnel Association	1990	Present		Member

(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)

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/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
HIV in the Workplace Seminar	12/9/2016	12/9/2016	4		Visayas State University and Center for Continuing Education
ISO 9001-2008 Orientation and Writeshop Among Clerks and Secretaries	9/21/2015	9/21/2015	8		Visayas State University and Center for Continuing Education
Planning Workshop: On the Preparation and Processing of Documents Relative to Procurement	5/27/2015	5/27/2015	8		Visayas State University
Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	1/14/2013	1/14/2013	8		Visayas State University
VSUCC Basic Cooperative Course Seminar	6/16/2012	6/16/2012	8		Visayas State University Credit Cooperative
Training on Telling Stories Through Pictures (Photography) Series I	11/28/2012	11/29/2012	16		Training Division, ODOREX
Annual RDE Management Forum	1/11/2011	1/12/2011	16		Office of the Vice President for Research and Extension
Seminar-Workshop on Preparation of Performance Targets and Accomplishment (PMES-OPES)	1/26/2011	1/26/2011	8		Visayas State University
Reorientation Seminar of Frontliners	7/7/2011	7/7/2011	8		Visayas State University
Intellectual Property Seminar-Workshop	9/9/2010	9/9/2010	8		OVPRE, VSU, VISCA, Baybay City, Leyte
Training on RA 9184 and its Revised III (Modules I, II and V)	7/29/2010	7/29/2010	8		DBM Region 8, Government Procurement Policy Board
Regional Cooperative Forum on CDA-BIR Joint Rules and Regulations	4/27/2010	4/27/2010	8		Cooperative Development Authority
Seminar on RA 9520 and LSUCDC Strategic Planning Workshop	3/5/2010	3/6/2010	16		Cooperative Development Authority

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Typing, Badminton & Fun Run	N/A	Catholic Womens League, Baybay

(Continue on separate sheet if necessary)





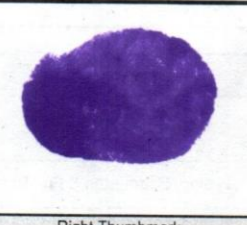

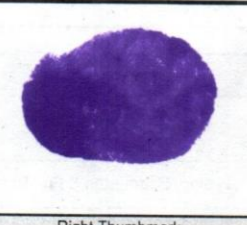

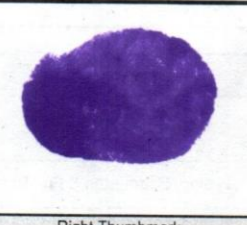
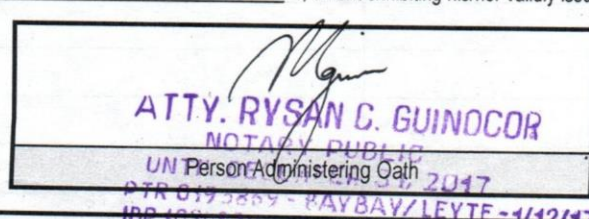
SIGNATURE	DATE
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*Dig*

DATE

April 24, 2017



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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Othello B. Capuno</td><td>Visayas State University, Baybay City, Leyte</td><td>(053) 563 7064</td></tr><tr><td>Dr. Jose L. Bacusmo</td><td>Visayas State University, Baybay City, Leyte</td><td>(053) 563 7064</td></tr><tr><td>Prof. Efren B. Saz</td><td>Visayas State University, Baybay City, Leyte</td><td>(053) 563 7064</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Othello B. Capuno	Visayas State University, Baybay City, Leyte	(053) 563 7064	Dr. Jose L. Bacusmo	Visayas State University, Baybay City, Leyte	(053) 563 7064	Prof. Efren B. Saz	Visayas State University, Baybay City, Leyte	(053) 563 7064
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Prof. Efren B. Saz	Visayas State University, Baybay City, Leyte	(053) 563 7064											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: <b>GSIS</b></td></tr><tr><td>ID/License/Passport No.: <b>56050102403</b></td></tr><tr><td>Date/Place of Issuance: <b>Tacloban City</b></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: <b>GSIS</b>	ID/License/Passport No.: <b>56050102403</b>	Date/Place of Issuance: <b>Tacloban City</b>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td><b>4/24/17</b></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	<b>4/24/17</b>	Date Accomplished				
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<table><tr><td></td></tr><tr><td></td></tr></table>													
													
													
SUBSCRIBED AND SWORN to before me this <b>APR 24 2017</b> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr></table>		