

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	OQUIAS		
FIRST NAME	NOEMI ELISA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	LESIDAN		
3. DATE OF BIRTH (mm/dd/yyyy)	11/14/1990	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:
4. PLACE OF BIRTH	Isabel, 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	House/Block/Lot No. Street Marcos Subdivision/Village Barangay Leyte City/Municipality Province
7. HEIGHT (m)	156	ZIP CODE	6521
8. WEIGHT (kg)	52		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Marcos Subdivision/Village Barangay Leyte City/Municipality Province
10. GSI ID NO.	0200528432	ZIP CODE	6521
11. PAG-IBIG ID NO.	121083704769		
12. PHILHEALTH NO.	130501421600	19. TELEPHONE NO.	N/A
N SSS NO.	06-3227084-2	20. MOBILE NO.	+639612245637/+639753559411
14. TIN NO.	435-214-116	21. E-MAIL ADDRESS (if any)	noemielisa.oquias@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	OQUIAS	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JAIME JR.	ZACHARY LUCAS LESIDAN-OQUIAS	8/1/2018
MIDDLE NAME	BORELA	ZHAVIA LIVY LESIDAN-OQUIAS	10/24/2019
OCCUPATION	SYSTEM&NETWORK ADMINISTRATOR		
EMPLOYER/BUSINESS NAME	GLOBAL LINK BPO		
BUSINESS ADDRESS	MAXILOM AVE., MANGO SQUARE, CEBU CITY		
TELEPHONE NO.			
24. FATHER'S SURNAME	LESIDAN		
FIRST NAME	NOEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	OQUIAS		
25. MOTHER'S MAIDEN NAME			
SURNAME	HERNANDEZ		
FIRST NAME	MILAGROS		
MIDDLE NAME	IBAO	(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	DOANE BAPTIST SCHOOL	NA	6/1/1999	3/30/2003	GRADUATED	2003	NA
SECONDARY	FORT BONIFACIO HIGH SCHOOL	NA	6/1/2006	3/30/2007	GRADUATED	2007	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	GRADUATED	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	6/1/2007	4/5/2011	GRADUATED	2011	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION MAJOR IN ENGLISH	6/1/2011	5/9/2014	GRADUATED	2014	NA

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	July 8, 2020




[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE \_\_\_\_\_

07/8/2020



[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the Program	
2. Description of the Program	
3. Date Attended	
4. Location	
5. Duration	
6. Facilitator	
7. Participants	
8. Objectives	
9. Key Takeaways	
10. Action Items	
11. Feedback	
12. Other Comments	

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	07/8/2020
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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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☐ NO

If YES, give details:  
\_\_\_\_\_

☐ YES☒ 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?

☐ YES☐ 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?

☒ YES☐ NO

If YES, give details:  
Finished contract from my previous jobs. \_\_\_\_\_

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?

☐ YES☒ NO

If YES, give details: \_\_\_\_\_

☐ YES☒ NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify: \_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
SHALOM GRACE C. SUGANO	VISCA, BAYBAY CITY, LEYTE	563-7027
ALELI A. VILLOCINO	VISCA, BAYBAY CITY, LEYTE	563-7527
SEREGENA RUTH MARTINEZ	VISCA, BAYBAY CITY, LEYTE	

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: PRC License

ID/License/Passport No.: 1111169


Date/Place of Issuance: 1/11/2012 Tacloban City

\_\_\_\_\_

Signature (Sign inside the box)


\_\_\_\_\_

Date Accomplished



NOEMI ELISA L. OGUIAS

PHOTO



Right Thumbmark

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

\_\_\_\_\_

ATTY RYSON C. GUINOCOR

LEGAL OFFICER

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4



## 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.

- Duration: August 01, 2019 – Present
- Position: Instructor I
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Developed course Syllabus and Instructional materials
  
- Summary of Actual Duties
  - Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.

- Duration: August 01, 2018 – Present
- Position: Instructor I
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Developed course Syllabus and Instructional materials
  
- Summary of Actual Duties
  - Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.

- Duration: August 01, 2017 – June 7, 2018
- Position: Instructor I
- Name of Office/Unit: VSU Laboratory High School
- Immediate Supervisor: Dr. Rosario P. Abela
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Developed course Syllabus and Instructional materials
- Summary of Actual Duties
  - Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.

- Duration: June 20, 2016 – March 30, 2017
- Position: Foreign English Teacher
- Name of Office/Unit: ToomYai Wittaya School
- Immediate Supervisor: Chantorn Thaingphak
- Name of Agency/Organization and Location: ToomYai, Buriram City, Thailand
- List of Accomplishments and Contributions (if any)
  - Developed course outline and Instructional materials
- Summary of Actual Duties
  - Provides quality instruction to students, foreign English teacher, tutors Thai secondary students, actively participate with the school activities, ensures the safety of the students and performs other related functions.

- Duration: June 8, 2015 – March 30, 2016
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Annie P. Gravoso
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Developed course Syllabus and Instructional materials

- Summary of Actual Duties

- Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related



NOEMI ELISA L. OQUIAS

(Signature over Printed Name  
of Employee/Applicant)

Date: July 08, 2020 ✓