

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	LORETO		
FIRST NAME	MANOLO	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	BACUSMO		
3. DATE OF BIRTH (mm/dd/yyyy)	5/17/1958	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:
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	NA
5. SEX	<input checked="" type="checkbox"/> Male <input 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:		
7. HEIGHT (m)	1.60	17. RESIDENTIAL ADDRESS	Apt. 89 Kilbourne St. House/Block/Lot No. Street VSU Campus Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
8. WEIGHT (kg)	65	ZIP CODE	6521
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	Apt89 Kilbourne St. House/Block/Lot No. Street VSU Campus Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	006010262418	ZIP CODE	6521
11. PAG-IBIG ID NO.	080107375206	19. TELEPHONE NO.	563-1227
12. PHILHEALTH NO.	1300-0015-3673	20. MOBILE NO.	09176341432
13. SSS NO.	062025670-0	21. E-MAIL ADDRESS (if any)	manolo.loreto@vsu.ed.ph or mbloreto@yahoo.com
14. TIN NO.	104-768-706		
15. AGENCY EMPLOYEE NO.	V000303		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LORETO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EPIFANIA	NAME EXTENSION (JR., SR)	Reyman Alistair G. Loreto 1/12/1987
MIDDLE NAME	GARCIA		Meriam Abigail G. Loreto 12/4/1988
OCCUPATION	Government Employee (Professor)	Raffy Andrew G. Loreto 11/12/1990	
EMPLOYER/BUSINESS NAME	Visayas State University	Mari Alyssa G. Loreto 12/16/998	
BUSINESS ADDRESS	Baybay City, Leyte		
TELEPHONE NO.	NA		
24. FATHER'S SURNAME	LORETO		
FIRST NAME	MANOLO	NAME EXTENSION (JR., SR) SR	
MIDDLE NAME	PANCITO		
25. MOTHER'S MAIDEN NAME	NA		
SURNAME	BACUSMO		
FIRST NAME	PASTINITA		
MIDDLE NAME	LASTIMOSA		

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	Elementary	June, 1965	Mar, 1971		1971	2nd Honorable
SECONDARY	Baybay National High School	Secondary	Jun, 1971	Mar, 1975		1975	2nd Honorable
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA			
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Engineering	Jun, 1975	Apr, 1980		1980	Cum Laude
GRADUATE STUDIES	Asian Institute of Technology, Bangkok	Master in Engineering, major in Food Process Engineering	Feb, 1982	Dec, 1983		1983	None

SIGNATURE		DATE	April 26, 2017
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# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / 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		
	Couples for Christ (CFC)	Dec, 2000	Present	Weekend only	Servant, Mass choir
	Holy Spirit Parish Management Committee	June, 2013	Present	Off-office	Choir Coordinator

(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)

30.	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			
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	Mar. 2, 2017	Mar. 3, 2017	16.0	Supervisory	VSU
	Training on How to Handle Sexual Harassment Cases in the Academe	Nov. 29, 2016	Nov. 29, 2016	8.0	Supervisory	GAD VSU
	Training-Workshop on Internal Quality Assurance	8/24/2016	8/26/2016	24.0	Supervisory	AACCUP
	Training-Workshop on Higher Level Programs (Level 3 & 4)	5/3/2016	5/6/2016	32.0	Supervisory	AACCUP
	Training-Workshop on Team Leadership	5/3/2016	5/6/2016	32.0	Supervisory	AACCUP
	AUN-QA Training Course for Accomplishing Programme Assessment	3/7/2016	3/10/2016	32.0	Supervisory	AUN
	Training Workshop of Senior Accreditors on Outcomes-Based Evaluation of Level 3 & 4 Programs	6/15/2015	6/17/2015	24.0	Supervisory	AACCUP
	Consultative Workshop on the Development and Enhanced Implementation of Tech Voc Education for Philippine Agri-Fisheries Sector	2/10/2015	2/10/2015	8.0	Managerial	Villar SIPAG
	ISO 9001:2008 Quality Management Systems Internal Audit Course	8/17/2015	8/18/2015	16.0	Supervisory	SGS Makati City
	ISO 9001:2008 Quality Management Systems Documentation Course	8/17/2015	8/18/2015	16.0	Supervisory	SGS Makati City
	Training Workshop of Accreditors of Outcome-Based Quality Assurance	10/22/2014	10/24/2014	24.0	Supervisory	AACCUP
	CDIO Training Component 2	4/22/2014	4/26/2014	24.0	Technical	Temasik University (Singapore) & PASUC
	CDIO Training Component 1	4/1/2014	4/3/2014	24.0	Technical	Temasik University (Singapore) & PASUC
	Training on Institutional Sustainability Assessment Report Writing	2/28/2014	2/28/2014	8.0	Technical	CHED Central Office
	Orientation Training for SUCs on the Accreditation of Level III & IV Programmes	10/1/2013	10/2/2013	16.0	Supervisory	AACCUP
	Zonal Assessor's Training for the Institutional Sustainability Assessment	7/19/2013	7/19/2013	8.0	Technical	CHED Central Office
	Training of New AACCUP Accreditors	5/6/2013	5/8/2013	24.0	Technical	AACCUP
	Anti-corruption Sensitivity Workshop	2/7/2013	2/8/2013	16.0	Managerial	VSU GAD

(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)
	AutoCAD designing				Philippine Society of Agricultural Engineers (PSAE)
	Protective Structures Designing				Philippine Association of Administrators of Student Affairs (PAASA), Inc
					Sigma Alpha Epsilon Fraternity/Sorority

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 26, 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.

[illegible]

SIGNATURE		DATE	April 26, 2017
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<p><b>34.</b> 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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/>												
<p><b>35. a.</b> Have you ever been found guilty of any administrative offense?</p> <p><b>b.</b> Have you been criminally charged before any court?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____												
<p><b>36.</b> Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/>												
<p><b>37.</b> 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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/>												
<p><b>38. a.</b> Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p><b>b.</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>	<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: _____												
<p><b>39.</b> Have you acquired the status of an immigrant or permanent resident of another country?</p>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____												
<p><b>40.</b> 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>	<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: _____												
<p><b>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: center;">NAME</th> <th style="text-align: center;">ADDRESS</th> <th style="text-align: center;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Dr. Roberto C. Guarte</b></td> <td style="text-align: center;"><b>VSU, Baybay City, Leyte</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Dr. Remberto A. Patindol</b></td> <td style="text-align: center;"><b>VSU, Baybay City, Leyte</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Dr. Othello B. Capuno</b></td> <td style="text-align: center;"><b>VSU, Baybay City, Leyte</b></td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	<b>Dr. Roberto C. Guarte</b>	<b>VSU, Baybay City, Leyte</b>		<b>Dr. Remberto A. Patindol</b>	<b>VSU, Baybay City, Leyte</b>		<b>Dr. Othello B. Capuno</b>	<b>VSU, Baybay City, Leyte</b>	
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<p><b>42.</b> 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 style="padding: 2px;">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.):</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: <b>V000303</b></td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: _____</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: _____</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>V000303</b>	ID/License/Passport No.: _____	Date/Place of Issuance: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: middle; text-align: center;">             Signature (Sign inside the box)  <b>April 26, 2017</b>            Date Accomplished         </td> <td style="width: 150px; height: 100px; vertical-align: bottom; text-align: center;">             Right Thumbmark         </td> </tr> </table>	 Signature (Sign inside the box) <b>April 26, 2017</b> Date Accomplished	 Right Thumbmark					
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<p>SUBSCRIBED AND SWORN to before me this <u>APR 26 2017</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p>													
<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">   <b>ATTY. RYSAN C. GUINODCOR</b>  <small>NOTARY PUBLIC</small>              Person Administering Oath           </td> </tr> </table> <p style="font-size: small; color: blue; font-weight: bold;">BIR REG-362 - BAYABAY/LEYTE - 4/12/17        IBP 1036424 - TAGLOBAN CITY - 12/19/16        MCLE COMPL. NO. V-O-100-17/2015        ROLL OF ATTORNEYS NO. 57467</p>		 <b>ATTY. RYSAN C. GUINODCOR</b> <small>NOTARY PUBLIC</small> Person Administering Oath											
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