

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	DE LA TORRE		
FIRST NAME	MIRIAM	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MORATA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/2/1967	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.58	House/Block/Lot No.	Street
8. WEIGHT (kg)	57	Subdivision/Village	Barangay
9. BLOOD TYPE	"O"	BAYBAY CITY	LEYTE
10. GSIS ID NO.	67120200205	City/Municipality	Province
11. PAG-IBIG ID NO.	170000247307	6521	
12. PHILHEALTH NO.	13-000015001-1	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	House/Block/Lot No.	Street
14. TIN NO.	104-767-632	Subdivision/Village	Barangay
15. AGENCY EMPLOYEE NO.	V00178	BAYBAY CITY	LEYTE
		City/Municipality	Province
		6521	
		19. TELEPHONE NO.	Res: (053) 335-2111; Office: (053) 563-7323
		20. MOBILE NO.	09194504331
		21. E-MAIL ADDRESS (if any)	mh3mir@yahoo.com

II. FAMILY BACKGROUND

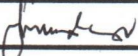
22. SPOUSE'S SURNAME	DE LA TORRE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HELCON ARNULFO	NAME EXTENSION (JR., SR)	HELCON JOHN M. DE LA TORRE	1/27/1989
MIDDLE NAME	IMPUESTO		HELCON JOSEPH M. DE LA TORRE	3/19/1992
OCCUPATION	GOVERNMENT EMPLOYEE		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
EMPLOYER/BUSINESS NAME	BUREAU OF FIRE PROTECTION			
BUSINESS ADDRESS	BAYBAY CITY FIRE STATION, 30 DE-DECIEMBRE ST., BAYBAY CITY			
TELEPHONE NO.	(053) 335-3998			
24. FATHER'S SURNAME	MORATA			
FIRST NAME	PAULINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ESTREMOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	TORING			
FIRST NAME	ISIDRA			
MIDDLE NAME	TAYABAS			

(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	HIPUSNGO COMMUNITY SCHOOL	PRIMARY EDUCATION	1974-1975	1979-1980	GRADUATED	1980	SALUTATORIAN
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1980-1981	1983-1984	GRADUATED	1984	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN COMMERCE - MAJOR IN ACCTG.	1984-1985	1987-1988	GRADUATED	1988	N/A
GRADUATE STUDIES	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	M.A. IN EDUCATION MAJOR IN GUIDANCE	1998-1999	1999-2000	36 UNITS - Completed Acad Requirements	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10-29-2019
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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 PROFESSIONAL	80.54	8/15/1999	TACLOBAN CITY	N/A	N/A
CAREER SERVICE SUB-PROFESSIONAL	70.00	7/26/1987	TACLOBAN CITY	N/A	N/A

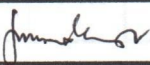
(Continue on separate sheet if necessary)

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						
01/01/2019	Present	Administrative Officer III	Visayas State University	28,800.00	14-4	Permanent	Yes
01/01/2018	12/31/2018	Administrative Officer III	Visayas State University	27,442.00	14-4	Permanent	Yes
07/01/2017	12/31/2017	Administrative Officer III	Visayas State University	26,149.00	14-4	Permanent	Yes
01/01/2017	06/30/2017	Administrative Officer III	Visayas State University	25,859.00	14-3	Permanent	Yes
01/01/2016	12/31/2016	Administrative Officer III	Visayas State University	24,141.00	14-1	Permanent	Yes
07/01/2014	12/31/2015	Administrative Officer III	Visayas State University	23,044.00	14-1	Permanent	Yes
12/03/2012	06/30/2014	Administrative Officer II	Visayas State University	18,735.00	11-2	Permanent	Yes
11/03/2012	12/02/2012	Guidance Counselor I	Visayas State University	18,735.00	11-2	Permanent	Yes
06/01/2012	11/02/2012	Guidance Counselor I	Visayas State University	18,549.00	11-1	Permanent	Yes
06/01/2011	05/31/2012	Guidance Counselor I	Visayas State University	17,099.00	11-1	Permanent	Yes
06/24/2010	05/31/2011	Guidance Counselor I	Visayas State University	15,649.00	11-1	Permanent	Yes
11/03/2009	06/23/2010	Guidance Counselor I	Visayas State University	14,198.00	11-1	Permanent	Yes
07/01/2009	11/02/2009	Administrative Aide VI	Visayas State University	10,338.00	6-2	Permanent	Yes
07/01/2008	06/30/2009	Administrative Aide VI	Visayas State University	9,434.00	6-2	Permanent	Yes
01/10/2008	06/30/2008	Administrative Aide VI	Visayas State University	8,576.00	6-2	Permanent	Yes
07/01/2007	01/09/2008	Administrative Aide VI	Visayas State University	8,367.00	6-1	Permanent	Yes
01/10/2005	06/30/2007	Administrative Aide VI	Leyte State University	7,606.00	6-1	Permanent	Yes
12/01/2004	01/09/2005	Administrative Aide IV	Leyte State University	6,684.00	4-2	Permanent	Yes
03/04/2002	11/30/2004	Clerk II	Leyte State University	6,684.00	4-2	Permanent	Yes
07/01/2001	03/03/2002	Clerk II	Visayas State College of Agriculture	6,522.00	4-1	Permanent	Yes
01/01/2000	06/30/2001	Clerk II	Visayas State College of Agriculture	6,211.00	4-1	Permanent	Yes
03/04/1999	12/31/1999	Clerk II	Visayas State College of Agriculture	5,646.00	4-1	Permanent	Yes
01/01/1997	03/03/1999	Clerk I	Visayas State College of Agriculture	5,492.00	3-3	Permanent	Yes
06/01/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	5,000.00	3-3	Permanent	Yes
01/01/1996	05/31/1996	Clerk I	Visayas State College of Agriculture	4,978.00	3-2	Permanent	Yes
01/01/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	3,978.00	3-2	Permanent	Yes
01/01/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	2,978.00	3-2	Permanent	Yes
06/01/1993	12/31/1993	Clerk I	Visayas State College of Agriculture	2,178.00	3-2	Permanent	Yes
06/01/1990	05/31/1993	Clerk I	Visayas State College of Agriculture	2,156.00	3-1	Permanent	Yes
07/01/1989	05/31/1990	Clerk I	Visayas State College of Agriculture	98.00/day	N/A	Casual	Yes
01/01/1989	06/30/1989	Clerk I	Visayas State College of Agriculture	32.85/day	N/A	Casual	Yes
09/01/1988	12/31/1988	Clerk/Typist	Visayas State College of Agriculture	32.85/day	N/A	Casual	Yes
05/02/1988	12/28/1991	Bookkeeper	JERICHO DEVT PROJ.-World Vision International	800.00	N/A	Part-time	No

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10-29-2019
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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: _____
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.
Ms. Chona A. Brit	USSO, VSU, Visca, Baybay City, Leyte	9216147704
Ms. Regina C. Bibera	PRPEO, VSU, Visca,Baybay City,Leyte	9067679225
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.		



PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Driver's License

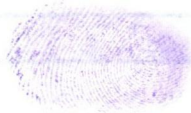
ID/License/Passport No.: H03-00-034042

Date/Place of Issuance: Nov. 28, 2017 / Baybay City

Signature (Sign inside the box)

10-29-2019

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 29 OCT 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
VSU LEGAL OFFICER