

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	CRUZ		
FIRST NAME	ANTONETTE		NAME EXTENSION (JR., SR)
MIDDLE NAME	SEVILLA		
3. DATE OF BIRTH (mm/dd/yyyy)	08/27/1989	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.	
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:		
7. HEIGHT (m)	157	17. RESIDENTIAL ADDRESS	309 VELARDE ST. House/Block/Lot No. Street TINAG-AN Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
8. WEIGHT (kg)	58	ZIP CODE	6542
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	309 VELARDE ST. House/Block/Lot No. Street TINAG-AN Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
10. GSIS ID NO.	2005109888	ZIP CODE	6542
11. PAG-IBIG ID NO.	121087888507		
12. PHILHEALTH NO.	130251095974		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	292-355-982-000	20. MOBILE NO.	09159522239
15. AGENCY EMPLOYEE NO.	V00944	21. E-MAIL ADDRESS (if any)	antonette.cruz@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CRUZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	FERNANDO	NAME EXTENSION (JR., SR)	LORAIN MAE S. CRUZ	10/24/2010
MIDDLE NAME	ECHEVARIA			
OCCUPATION	HARDWARE TECHNICIAN			
EMPLOYER/BUSINESS NAME	DINGO SMART INNOVATION INCORPORATED			
BUSINESS ADDRESS	2ND FLOOR, TOPY BUILDING, ECONOMIA ST., BAGUMBAYAN, QUEZON CITY 1110			
TELEPHONE NO.	632-633-4351			
24. FATHER'S SURNAME	SEVILLA			
FIRST NAME	DIONESIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	STA. IGLESIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	APOG			
FIRST NAME	ASTERIA			
MIDDLE NAME	VELARDE		(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	TINAG-AN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1995	2001	N/A	2001	3RD HONOR
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2001	2005	N/A	2005	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	STI COLLEGE	BS COMPUTER ENGINEERING	2005	2010	N/A	2010	ACADEMIC EXCELLENCE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN MANAGEMENT	2012	2018	N/A	2018	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 5, 2019
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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)

[Continue on separate sheet if necessary]			
SIGNATURE		DATE	August 5, 2019

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

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
N/A					

(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			
	WORKING TOWARDS PERSONAL EFFECTIVENESS	11/20/2018	11/23/2018	32.0	TECHNICAL	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES
	ORIENTATION ON PREPARATION OF DOCUMENTS FOR THE INTERNAL AUDIT	07/26/2017	07/26/2017	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	ENHANCEMENT SEMINAR-WORKSHOP ON IQA	03/02/2017	03/03/2017	16.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	FULL AWARENESS TRAINING COURSE ISO 9001:2015	01/26/2017	01/27/2017	16.0	TECHNICAL	AJA REGISTRARS INCORPORATED
	PROCUREMENT PLANNING WORKSHOP	09/13/2016	09/13/2016	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	PROCUREMENT ACT ORIENTATION	09/09/2016	09/09/2016	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	WORKSHOP TO REVIEW AND IMPROVE CITIZENS' CHARTER PER CSC MC NO. 14, S. 2016	09/01/2016	09/01/2016	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	GENDER SENSITIVITY TRAINING AND ANTI-SEXUAL HARASSMENT ORIENTATION	06/15/2016	06/15/2016	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	WORKSHOP IN PREPARATION FOR AACUP LEVEL III, PHASE I ACCREDITATION	06/13/2016	06/14/2016	16.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	ISO 9001-2008 ORIENTATION AND WRITESHOP	09/09/2015	09/09/2015	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	RE-ORIENTATION SEMINAR ON CUSTOMER SERVICE, WOK VALUES AND ANTI-RED TAPE LAW	09/10/2014	09/10/2014	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	RESEARCH, DEVELOPMENT AND EXTENSION IN-HOUSE REVIEW	06/03/2014	06/04/2014	16.0	TECHNICAL	VISAYAS STATE UNIVERSITY

(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)
	BASIC COMPUTER TROUBLESHOOTING		N/A		LSU-ADMINISTRATIVE PERSONNEL ASSOCIATION (LSU-AdPA)
	OPERATING SYSTEM (WINDOWS) INSTALLATION				VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE (VSUCC)
	APPLICATION/SOFTWARE INSTALLATION				
	BASIC PHOTO EDITING				
	READING				
	WATCHING MOVIES				
	LISTENING TO MUSIC				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 5, 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:
resigned due to transfer of work
phased out due to damaged office by typhoon yolanda

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.
ENGR. CELSO GUMAOD	VSU, VISCA, BAYBAY CITY, LEYTE	09176341532
MS. NILDA T. AMESTOSO	VSU, VISCA, BAYBAY CITY, LEYTE	09362081944
ENGR. JUNDY R. CASTIL	MARCOS, BAYBAY CITY, LEYTE	09124147540

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: VSU ID

ID/License/Passport No.: V00944

Date/Place of Issuance: 11/02/2016, VSU

Signature (Sign inside the box)
August 5, 2019
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 07 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

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