

## 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 box ☐ 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	BONTUYAN			
FIRST NAME	VELMA	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PETARGUE	NA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/29/55	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	SAN ISIDRO, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Visayas State University-Manila Office	
7. HEIGHT (m)	168 inches	ZIP CODE	House/Block/Lot No. No. 8 Lourdes Street	
8. WEIGHT (kg)	55kgs.		Subdivision/Village	Barangay 6 Zone 2
9. BLOOD TYPE	"B"		City/Municipality	Province
10. GSIS ID NO.	55102901508		City/Municipality	Province
11. PAG-IBIG ID NO.	1700-0024-3435	18. PERMANENT ADDRESS	House/Block/Lot No. Street	
12. PHILHEALTH NO.	13-000015256-1	ZIP CODE	Muertiguil Street Brgy Crossing	
13. SSS NO.	0605807349		Subdivision/Village	Barangay
14. TIN NO.	104-767-062		City/Municipality	Province
15. AGENCY EMPLOYEE NO.	VSU -000110		City/Municipality	Province
19. TELEPHONE NO.	02-521-2027	20. MOBILE NO.	0917-674-5007	
21. E-MAIL ADDRESS (if any)	y55bontuyan.vb@gmail.com			

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BONTUYAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RAUL	NAME EXTENSION (JR., SR)	NONE	NONE
MIDDLE NAME	CHING			
OCCUPATION	(deceased)			
EMPLOYER/BUSINESS NAME	not applicable			
BUSINESS ADDRESS	not applicable			
TELEPHONE NO.	not applicable			
24. FATHER'S SURNAME	PETARGUE (deceased)			
FIRST NAME	PACIFICO	NAME EXTENSION (JR., SR)	NA	
MIDDLE NAME	DE LA PEÑA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARABES			
FIRST NAME	CLAUDIA			
MIDDLE NAME	SANCHEZ			

## 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	San Isidro Elementary School	Primary	1962	1968	Graduated	1968	Salutatorian
SECONDARY	John F. Kennedy Memorial Foundation School	High School	1968	1972	Graduated	1972	3rd Hon Mention
VOCATIONAL / TRADE COURSE	none	none	NA	NA	NA	NA	NA
COLLEGE	University of San Carlos	BS in Commerce - Accounting	1978	1982	Graduated	1982	None
	St Paul College of Business and Law	Bachelor of Laws	2003	2014	Graduated	2014	none
GRADUATE STUDIES	Cebu Normal College	Master in Public Administration	1991	1995	Certificate, Masteral Course	1995	none

SIGNATURE		DATE	May 5, 2017
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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
CSC Career Service Subprof	70.00%	6/18/1978	Cebu City	074853-2	6/18/1978
CSC Career Service Prof	75.75%	6/30/1981	Cebu City	282999-5	6/30/1981

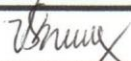
(Continue on separate sheet if necessary)

#### 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	GOV'T SERVICE (Y/ N)
From	To						
1/1/2017	Present	Administrative Officer V	Visayas State University-Manila Office	37,392.00	18	Permanent	Y
1/1/2016	12/31/2016	Administrative Officer V	Visayas State University	34,996.00	18	Permanent	Y
3/1/2014	12/31/2015	Administrative Officer V	Visayas State University	32,753.00	18	Permanent	Y
6/1/2012	2/28/2014	Administrative Officer V	Visayas State University	32,397.00	18	Permanent	Y
6/1/2011	5/31/2012	Administrative Officer V	Visayas State University	28,230.33	18	Permanent	Y
3/1/2011	5/31/2011	Administrative Officer V	Leyte State University	26,519.00	18	Permanent	Y
6/24/2010	2/28/2011	Administrative Officer V	Leyte State University	26,091.00	18	Permanent	Y
7/1/2009	6/23/2010	Administrative Officer V	Leyte State University	23,115.00	18	Permanent	Y
7/1/2008	6/30/2009	Administrative Officer V	Leyte State University	20,138.00	18	Permanent	Y
3/1/2008	6/30/2008	Administrative Officer V	Leyte State University	18,307.00	18	Permanent	Y
7/1/2007	2/29/2008	Administrative Officer V	Leyte State University	17,861.00	18	Permanent	Y
3/1/2005	6/30/2007	Administrative Officer V	Leyte State University	16,237.00	18	Permanent	Y
12/1/2004	2/28/2005	Administrative Officer V	Visayas State College of Agriculture	15,841.00	18	Permanent	Y
3/1/2002	11/30/2004	Budget Officer III	Visayas State College of Agriculture	15,841.00	18	Permanent	Y
7/1/2001	11/30/2002	Budget Officer I	Visayas State College of Agriculture	10,033.00	11	Permanent	Y
1/1/2000	6/30/2001	Budget Officer I	Visayas State College of Agriculture	10,033.00	11	Permanent	Y
12/8/1998	12/31/1999	Budget Officer I	Visayas State College of Agriculture	9,121.00	11	Permanent	Y
11/1/1997	12/7/1998	Budgeting Assistant I	Visayas State College of Agriculture	8,322.00	8	Permanent	Y
1/1/1997	10/31/1997	Budgeting Assistant I	Visayas State College of Agriculture	6,993.00	8	Permanent	Y
1/16/1996	12/31/1996	Budgeting Assistant I	Visayas State College of Agriculture	5,664.00	8	Permanent	Y
1/1/1996	1/15/1996	Budgeting Assistant I	Visayas State College of Agriculture	5,636.00	8	Permanent	Y
1/1/1995	12/31/1995	Budgeting Assistant I	Visayas State College of Agriculture	4,635.00	8	Permanent	Y
1/1/1994	12/31/1994	Budgeting Assistant I	Visayas State College of Agriculture	3,635.00	8	Permanent	Y
1/16/1993	12/31/1993	Budgeting Assistant I	Visayas State College of Agriculture	2,835.00	8	Permanent	Y
1/16/1990	1/15/1993	Budgeting Assistant I	Visayas State College of Agriculture	2,807.00	8	Permanent	Y
1/1/1990	1/15/1990	Budgeting Assistant I	Visayas State College of Agriculture	2,782.00	8	Permanent	Y
7/1/1989	12/31/1989	Budgeting Assistant I	Visayas State College of Agriculture	2,752.00	8	Permanent	Y
1/1/1988	6/30/1989	Budgeting Aide	Visayas State College of Agriculture	842.58	6	Permanent	Y
3/1/1987	12/31/1987	Budgeting Aide	Visayas State College of Agriculture	765.90	6	Permanent	Y
7/1/1986	2/28/1987	Budgeting Aide	Visayas State College of Agriculture	666.00	6	Permanent	Y
1/1/1985	6/30/1986	Budgeting Aide	Visayas State College of Agriculture	603.00	6	Permanent	Y
5/1/1984	12/31/1984	Budgeting Aide	Visayas State College of Agriculture	546.00	6	Permanent	Y
1/16/1984	4/30/1984	Budgeting Aide	Visayas State College of Agriculture	494.00	6	Permanent	Y
5/1/1983	1/15/1984	Clerk I	Visayas State College of Agriculture	448.50	3	Permanent	Y
8/4/1982	4/30/1983	Clerk I	Visayas State College of Agriculture	16.00/day	3	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 5, 2017
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# 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		
	Visayas State University Credit Cooperative	3/1/2015	3/24/2017	100	Chairperson, Ethics Committee

(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)

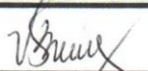
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Orientation on the Program Based-Expenditure Classification (PREXC) Indicators for FY 2018 National Budget	3/29/2017	na	8	Supervisory	Commission on Higher Education
	Orientation on the Guidelines for the Grant of FY 2017 Performance Based Bonus	3/17/2017	na	8	Supervisory	Development of the Philippines
	ISO Certified CSC QMS Benchmark Briefing	Nov. 21, 2016	Nov. 23, 2016	24	Supervisory	Council of Personnel Officers in Western Leyte, Inc. and Civil Service Commission
	Visayas State University Credit Cooperative	8/23/2016	8/25/2016	24	Technical	Federation of Cooperatives, National Capital Region

(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)
	None		None		Leyte State University - Administrative Personnel Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 5, 2017
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34. Are you related by consanguinity or affinity to 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)

NAME	ADDRESS	TEL. NO.
Dr. Edgardo E. Tulin	Office of the President, Visayas State University, Visca, Baybay City, Leyte	563-7109
Atty. Rysan C. Guinocor	Legal Office, Visayas State University, Visca, Baybay City, Leyte	563-7643
Ms. Teresita L. Quiñanola	Personnel Office, Visca, Baybay City, Leyte	563-7323

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.



VELMA P. BORTUYAN  
PHOTO



Right Thumbmark

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 (Non-Prof)**

ID/License/Passport No.: **H03-01-037038**

Date/Place of Issuance: **2015, Sampaloc Manila**

Signature (Sign inside the box)

Date Accomplished

SUBSCRIBED AND SWORN to before me this

**MAY 05 2017**

, affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. JOVINO R. ANGEL**  
NOTARY PUBLIC

UNTIL DEC. 31, 2018

PTR NO. 526610-10/2017 PASAY CITY  
IBP NO. 1052053-10/2017 PASAY CITY  
COMPLIANCE NO. U-0034161-10/2017  
ROLL NO. 28761