

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	PAQUIBULAN		
FIRST NAME	PAULA NADREA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MORALES	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	05/27/1988	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	PARAÑAQUE, METRO MANILA	If holder of dual citizenship, please indicate the details.	<input checked="" 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"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:		Philippines
7. HEIGHT (m)	1.5 METERS	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
8. WEIGHT (kg)	70 KGS		BAGUMBAYAN
9. BLOOD TYPE	O-		Subdivision/Village Barangay
10. GSIS ID NO.	02004059707		HILONGOS LEYTE
11. PAG-IBIG ID NO.			City/Municipality Province
12. PHILHEALTH NO.	13-000101372-7	18. PERMANENT ADDRESS	6524
13. SSS NO.			House/Block/Lot No. Street
14. TIN NO.	406-701-418		BAGUMBAYAN
15. AGENCY EMPLOYEE NO.	V000704	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09368687855
		21. E-MAIL ADDRESS (if any)	paula.paquibulan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PAQUIBULAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GLENN	NAME EXTENSION (JR., SR)	PIA PAULENN M. PAQUIBULAN	10/24/2014
MIDDLE NAME	TALLENA		RITA PAULENN M. PAQUIBULAN	11/11/2015
OCCUPATION	SUBSTATION OPERATOR			
EMPLOYER/BUSINESS NAME	LEYECO IV			
BUSINESS ADDRESS	BGY. LAMAK HILONGOS, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MORALES			
FIRST NAME	BERNARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NABLE			
25. MOTHER'S MAIDEN NAME	FLORES			
SURNAME	ARMELIA			
FIRST NAME	MAGAHUD			
MIDDLE NAME				

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	BAGUMBAYAN ELEMENTARY SCHOOL	Elementary	1995	2001	graduated	2001	SALUTATORIAN
SECONDARY	HILONGOS NATIONAL VOCATIONAL SCHOOL	Secondary	2001	2005	graduated	2005	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	UNIVERSITY OF THE PHILIPPINES IN THE VISAYAS TACLOBAN COLLEGE	Bachelor of Arts in Communication Arts	2005	2009	graduated	2009	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	Master in English	summer 2011	summer 2011	9 units	n/a	N/A
	UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY	Master in Education Language and Literacy Education	2nd sem.2011	Present	30 units		

(Continue on separate sheet if necessary)

SIGNATURE

DATE

07/16/2020

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	07/16/2020
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII

(rate sheet if necessary)			
SIGNATURE		DATE	07/16/2020

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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)?	<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?	_____ 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 <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: _____

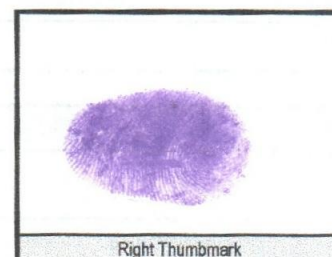
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Prof. Merlie Alunan	Tacloban City, Leyte	N/A
Dr. Guiraldo C. Fernandez	DLABS, VSU, Visca, Baybay City, Leyte	9176540264
Dr. Annie P. Gravoso	DLABS, VSU, Visca, Baybay City, Leyte	9154384726
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.		



PAULA NADREA M. PAQUIBULAN

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: V000704
ID/License/Passport No.:
Date/Place of Issuance: NA

Signature (Sign inside the box) 07/16/2020 Date Accomplished
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Right Thumbmark

SUBSCRIBED AND SWORN to before me this 27 JUL 2020, affiant exhibiting his/her validly issued government ID as indicated above.

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

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: June 2009-January 2011
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Justiniano Seroy
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in teaching language and literature subjects, submitting grades, syllabus writing and accomplishing other necessary requirements

- Duration: January 2011-Present
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Guiraldo C. Fernandez Jr.
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in teaching language and literature subjects, submitting grades, syllabus writing and accomplishing other necessary requirements


PAULA NADREA M. PAQUIBULAN

(Signature over Printed Name
of Employee/Applicant)

Date: July 16, 2020