

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	MONTALBAN		
FIRST NAME	APRIL ANN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ORIO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/04/1983	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	CEBU CITY	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"/> Other/s:	17. RESIDENTIAL ADDRESS	R. MAGSAYSAY AVE. House/Block/Lot No. Street ZONE 21 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5'2	ZIP CODE	6521
8. WEIGHT (kg)	65	18. PERMANENT ADDRESS	R. MAGSAYSAY AVE. House/Block/Lot No. Street ZONE 21 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.	none	19. TELEPHONE NO.	n/a
11. PAG-IBIG ID NO.	121-047-629-338	20. MOBILE NO.	09261255157
12. PHILHEALTH NO.	1305-0082-1451	21. E-MAIL ADDRESS (if any)	april.montalban@vsu.edu.ph
13. SSS NO.	06-2450614-2		
14. TIN NO.	262-850-183-002		
15. AGENCY EMPLOYEE NO.	none		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MONTALBAN		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JERRY	NAME EXTENSION (JR., SR)	PAOLO JERIEL O. MONTALBAN	28/07/2005
MIDDLE NAME	LAZARO		ATHEA JERIANNE O. MONTALBAN	13/08/2008
OCCUPATION	SELF-EMPLOYED		JERRY O. MONTALBAN JR.	03/11/2010
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ORIO			
FIRST NAME	ROMEO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PEPITO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALIMA			
FIRST NAME	DOROLITA			
MIDDLE NAME	ROBLES			

(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	BAYBAY SOUTH CENTRAL SCHOOL	KINDER TO GRADE 6	1990	1997	Graduated	1997	WITH HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	FIRST YEAR TO FOURTH YEAR	1997	2001	Graduated	2001	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF AGRIBUSINESS	2001	2005	Graduated	2005	ACADEMIC A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/3/24
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	
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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		
	N/A				

(Continue on separate sheet if necessary)

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

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			
	SPARKLING SPACES:MASTERING THE ART OF HOUSEKEEPING (BATCH 1)	MARCH 26,2024	MARCH 26,2024	8 HRS	MANAGERIAL	VSU HRMO
	HRIS SOFTWARE ONBOARDING	DEC.6,2023	DEC.6,2023	8 HRS	TECHNICAL	VSU HRMO
	ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	AUG.29,2023	AUG.29,2023	8 HRS	TECHNICAL	VSU
	SEAL BETA PROGRAM	SEPT.14,2022	OCT.12,2022	40 HRS	MANAGERIAL	PCCI, BPI & DTI
	GOOD MANUFACTURING PRACTICES SEMINAR	OCT.18,2022	OCT.18,2022	8 HRS	TECHNICAL	FDA DTI
	KADASIG NGAN KALINAW MENTAL HEALTH WEBINAR MANAGING EMOTION	02/05/2022	02/05/2022	8 HRS	MANAGERIAL	UPV TACLOBAN & RAFI
	INTRODUCTORY COURSE TO SAFE MANAGEMENT MEASURES IN THE WORKPLACE	12/01/2022	25/01/2022	24 HRS	MANAGERIAL	THAMES INTERNATIONAL & DTI
	TRAINING ON BUSINESS CONTINUITY PLANNING FOR MSME	01/04/2022	01/04/2022	8 HRS	TECHNICAL	iAdapt , DTI
	EMPOWERING ENTREPRENEURS: BASIC BUSINESS RECORDING	12/11/2019	12/11/2019	6 HRS	TECHNICAL	BPI FOUNDATION & DTI
	AGRICULTURE AND FOOD TECHNOLOGY BUSINESS INCUBATOR BOOTCAMP	23/01/2019	25/01/2019	24 HRS	MANAGERIAL	VSU ATBI
	KAPATID MENTOR ME PROGRAM SEMINAR	03/04/2018	01/06/2018	80 HRS	MANAGERIAL	DTI
	BASIC BOOKKEEPING AND RECORD KEEPING	14/12/2021	14/12/2021	8 HRS	TECHNICAL	VSU ATBI
	SOCIAL MEDIA MANAGEMENT SEMINAR	03/12/2021	03/12/2021	5 HRS	TECHNICAL	VSU ATBI
	Regional Social Media Brand Development Workshop	10/09/2021	06/12/2021	10 HRS	MANAGERIAL	DTI & DICT

(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)
	COMPUTER SKILLS		VISAYAS CONFERENCE TRADE FAIR @ ORMOC / TOP SELLER		BAYBAY CHAMBER OF COMMERCE
	DRIVING		BEST BUSINESS AWARD / BCCI/PCCI		BAYBAY CITY PRODUCERS COOPERATIVE
	TYPING WITH FAST SPEED		BEST BUSINESS PLAN PRESENTATION		BAHANDI MULTIPURPOSE COOPERATIVE
	COOKING		BEST MSME SUCCESS STORY		
	READING MOTIVATIONAL BOOKS		FEATURED IN COFFEE TABLEBOOK BUSINESS SUCCESS STORY		
	LISTENING/WATCHING INSPIRATIONAL VIDEOS				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/3/24
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</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>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ELMIRA Y.BANOC</td> <td>BRGY. MARCOS</td> <td>9308047990</td> </tr> <tr> <td>JOSE L. BACUSMO</td> <td>BRGY. STA CRUZ</td> <td>9686906880</td> </tr> <tr> <td>LUTGARDA PALOMAR</td> <td>BRGY. SAN AGUSTIN</td> <td>9354498306</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ELMIRA Y.BANOC	BRGY. MARCOS	9308047990	JOSE L. BACUSMO	BRGY. STA CRUZ	9686906880	LUTGARDA PALOMAR	BRGY. SAN AGUSTIN	9354498306
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<p>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.</p>													
<p>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: NATIONAL ID</p> <p>ID/License/Passport No.: 2791-6426-5948-6053</p> <p>Date/Place of Issuance: JULY 21, 2022</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">Signature (Sign inside the box)</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Date Accomplished</p> </div>												
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p>SUBSCRIBED AND SWORN to before me this 28 JUN 2024, affiant exhibiting his/her validly issued government ID as indicated above.</p> </div> <div style="width: 45%; text-align: center;"> <p style="text-align: center;">Right Thumbmark</p> </div> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> <p style="text-align: center;">ATTY. RYSAN C. GUINOCOR Person Administering Oath</p> </div>													



APRIL ANN D. MONTAÑAN

Right Thumbmark

WORK EXPERIENCE SHEET

Duration : **July 1, 2024 – December 31, 2024**

Position : **Administrative Aide III**

Name of Office/Unit : **University Registrar**

Immediate Supervisor : **Miriam M. De la Torre**

Name of Agency/Organization and Location : **Visayas State University, Baybay City, Leyte**

➤ List of Accomplishments and Contribution

- Monitors and update students lacking requirements and inform the student of their deficiency
- Evaluate records and accredit units earned by transferees
- Checks and evaluates continuing students of assigned courses
- Prepares checklist with grades of continuing students and determine if regular or irregular
- Prepares list of delinquent students and endorse to the office of the Dean of Students
- Facilitate, prepares, and process requests for correction of name/personal data in school records
- Checks student records and signs dropping of subjects forms
- Prepares request of permanent records (F 137, TOR) of students from the last school attended
- Checks, countersigns and files student clearance readmission approved LOA, change major/minor field
- Prepares first issuance transcript of records and diplomas

➤ Summary of Actual Duties

Serve as specialist and consultant of the course in-charge


APRIL ANN O. MONTALBAN

(Signature over Printed Name
Of Employee/Applicant

Date: July 1, 2024