

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	OQUIAS		
FIRST NAME	NOEMI ELISA		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	LESIDAN		
3. DATE OF BIRTH (mm/dd/yyyy)	11/14/1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ISABEL, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street MARCOS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.56		
8. WEIGHT (kg)	49	ZIP CODE	6521
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	House/Block/Lot No. Street MARCOS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	02005283432		
11. PAG-IBIG ID NO.	121083704769	ZIP CODE	6521
12. PHILHEALTH NO.	13-050142160-0		
13. SSS NO.	06-3227084-2	19. TELEPHONE NO.	NA
14. TIN NO.	435-214-116	20. MOBILE NO.	+639753559411
15. AGENCY EMPLOYEE NO.	V01012	21. E-MAIL ADDRESS (if any)	nelesidan@gmail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	OQUIAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JAIME	JR.	ZACHARY LUCAS LESIDAN-OQUIAS	8/1/2018
MIDDLE NAME	BORELA			
OCCUPATION	SYSTEM AND NETWORK ADMINSTRATOR			
EMPLOYER/BUSINESS NAME	GLOBAL LINK BPO INDUSTRY			
BUSINESS ADDRESS	MANGO SQUARE MALL, GEN. MAXILOM, CEBU CITY			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LESIDAN			
FIRST NAME	NOEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	OQUIAS			
25. MOTHER'S MAIDEN NAME	HERNANDEZ			
SURNAME	MILAGROS			
FIRST NAME	IBAO			
MIDDLE NAME				

(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	DOANE BAPTIST SCHOOL	N/A	*1997	*2003	GRADUATED	2003	none
SECONDARY	FORT BONIFACIO HIGH SCHOOL	N/A	*2003	*2007	GRADUATED	2007	none
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	*2007	*2011	GRADUATED	2011	none
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION, MAJOR IN ENGLISH, MINOR IN PHYSICAL EDUCATION	*2011	*2014	GRADUATED	*2014	none

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 1, 2019
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 1, 2019
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON- GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

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

(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			
	RESEARCH EXTENSION WORKSHOP	2/4/2016	2/5/2016	16.0	FORMAL TRAINING	VISAYAS STATE UNIVERSITY, DLABS
	PHOTOGRAPHY SEMINAR WORKSHOP	3/4/2012	3/5/2012	16.0	FORMAL TRAINING	VISAYAS STATE UNIVERSITY, COLLEGE OF EDUC.
	COMMUNICATIVE LANGUAGE TEACHING IN THE ASEAN CLASSROOM: PRINCIPLES AND PRACTICES	10/27/2018	10/30/2018	32.0	FORMAL TRAINING	BAGUIO CITY, PHILIPPINES
	NATIONAL SEMINAR WORKSHOP ON LANGUAGE TEACHING, LEARNING REASEARCH, AND CAMPUS JOURNALISM	2/22/2019	2/24/2019	24.0	FORMAL TRAINING	MIC RETREAT HOUSE.F. TORRES ST. DAVAO CITY




(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)
	TEACHING, ORGANIZING AND FACILITATING EVENTS		NA		NA
	HOSTING EVENTS		NA		NA
	ARTCRAFTS		NA		NA
	SINGING AND DANCING		NA		NA
	COOKING		NA		NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 1, 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)?	<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>FINISHED CONTRACT</u>														
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)															
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>SEREGINA RUTH L. MARTINEZ</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>9185475499</td></tr><tr><td>CHANTORN THIANGPHAK</td><td>TOOMYAI, BURIRAM, THAILAND</td><td>66915253619</td></tr><tr><td>SHALOM GRACE C. SUGANO</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>9753403552</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	SEREGINA RUTH L. MARTINEZ	VSU, VISCA, BAYBAY CITY, LEYTE	9185475499	CHANTORN THIANGPHAK	TOOMYAI, BURIRAM, THAILAND	66915253619	SHALOM GRACE C. SUGANO	VSU, VISCA, BAYBAY CITY, LEYTE	9753403552		
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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.															
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SUBSCRIBED AND SWORN to before me this <u>19 AUG 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.															
<table><tr><td colspan="2">ATTY. RYSAN J. GUINOCOR VSULEGAL OFFICER Person Administering Oath</td></tr></table>		ATTY. RYSAN J. GUINOCOR VSULEGAL OFFICER Person Administering Oath													
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NOEMI ELISA L. OGUIAS



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.

Sample: If applying to Supervising Administrative Officer

- Duration: August 01, 2018 – Present
- Position: Instructor I
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed course Syllabus and Instructional materials
- Summary of Actual Duties
 - Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.

- Duration: August 01, 2017 – June 7, 2018
- Position: Instructor I
- Name of Office/Unit: VSU Laboratory High School
- Immediate Supervisor: Dr. Rosario P. Abela
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed course Syllabus and Instructional materials
- Summary of Actual Duties
 - Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.