

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	ALBA			
FIRST NAME	DOREEN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BARTOLINI			
3. DATE OF BIRTH (mm/dd/yyyy)	10/8/1985	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, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone-6 House/Block/Lot No. Street Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province	
7. HEIGHT (m)	1.52 m.	ZIP CODE		
8. WEIGHT (kg)	52 kgs.			
9. BLOOD TYPE	"AB"			
10. GSIS ID NO.	021-1694-1448-4			
11. PAG-IBIG ID NO.	1211-9046-9064	18. PERMANENT ADDRESS	Zone-6 House/Block/Lot No. Street Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province	
12. PHILHEALTH NO.	1302-5154-6453		ZIP CODE	6521-A
13. SSS NO.	N/A		19. TELEPHONE NO.	N/A
14. TIN NO.	466-625-525-000		20. MOBILE NO.	09058251180 / 09283664408
15. AGENCY EMPLOYEE NO.	V00947	21. E-MAIL ADDRESS (if any)	doreen.alba@yahoo.com	


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALBA			
FIRST NAME	ARTURO	SR.		
MIDDLE NAME	ESGUERRA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BARTOLINI			
FIRST NAME	HERMINIA			
MIDDLE NAME	PABROQUEZ		(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	GUADALUPE ELEM. SCHOOL	PRIMARY	1992	1998	N/A	1998	3rd Honorable Mention
	SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1998	2002	N/A	2002	N/A
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	VISAYAS STATE UNIVERSITY	BS IN HOTEL, RESTAURANT & TOURISM MANAGEMENT	2002	2009	N/A	2009	N/A
	GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A


(Continue on separate sheet if necessary)

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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
	CAREER SERVICE PROFESSIONAL ELIGIBILITY	80.04	3/17/2019	Ormoc City		
	CAREER SERVICE SUB-PROFESSIONAL ELIGIBILITY	80.32	4/6/2014	Tacloban City		

V. WORK EXPERIENCE <i>(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.</i>	
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(Continue on separate sheet if necessary)

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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

(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			
	SEMINAR ON THE REVISED IMPLEMENTING RULE AND REGULATION (IRR) OF R.A. 9184	3/20/2019	3/22/2019	24.0	MANAGERIAL/ SUPERVISORY	GPPB-TSO/VSU-MAIN
	PROPERTY AND SUPPLY MANAGEMENT SYSTEM	9/4/2018	9/7/2018	32.0	MANAGERIAL/ SUPERVISORY	COA-RO8
	TARGET SETTING WORKSHOP	8/20/2018	8/21/2018	16.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	7/30/2018	7/31/2018	16.0	TECHINICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL 2017	11/29/2017	12/1/2017	24.0	TECHINICAL	NORSU-DUMAGUETE CITY
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL COMPETITION 2017	10/26/2017	10/27/2017	16.0	TECHINICAL	CAC-VSU MAIN
	PROJECT PROCUREMENT MANAGEMENT PLAN AND ANNUAL PROCUREMENT PLAN	11/14/2017	11/17/2017	32.0	MANAGERIAL/ SUPERVISORY	SCC TRAINING CENTER/SOFIA CENTER FOR CONTINUING EDUCATION
	ORIENTATION ON POLICIES OF PROBATIONARY STATUS AMONG NEW PERMANENT EMPLOYEES	9/25/2017	9/25/2017	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	INDUCTION/ORIENTATION PROGRAM OF NEWLY HIRED FACULTY & STAFF IN TO THE VSU SYSTEM	9/4/2017	9/4/2017	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	5/25/2017	5/26/2017	16.0	TECHINICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	FULL-LENGTH TRAINING ON GOVERNMENT PROCUREMENT REFORM ACT AND ITS REVISED IRR	5/3/2017	5/5/2017	24.0	MANAGERIAL/ SUPERVISORY	GPPPB-DBM RO 8
	PROCUREMENT PLANNING WORKSHOP	9/15/2016	9/15/2016	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF
	PLANNING-WORKSHOP: ON THE PREPARATION & PROCESSING OF DOCUMENT RELATIVE TO PROCUREMENT	5/27/2015	5/27/2015	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF
	WORKPLACE LITERACY/NUMERACY ASSESSMENT RESULTS & TRAINING RECOMMENDATIONS	3/20/2012	3/20/2012	4.0	MANAGERIAL/ SUPERVISORY	CENTRE FOR EMPLOYABILITY SKILLS / GIORDANO (SINGAPORE)
	CHANGI ORIENTATION PROGRAMME AND CUSTOMER SERVICE SKILLS PROGRAMME	3/5/2012	3/6/2012	16.0	MANAGERIAL/ SUPERVISORY	CHANGI AIRPORT GROUP (SINGAPORE)
	FOOD & CATERING MANAGEMENT TRAINING	8/1/2008	8/15/2008	40.0	TECHINICAL	AJJJA CATERING SERVICES/VSU-MAIN
	SEMINAR ON FIRE PREVENTION AND PREPAREDNESS PROGRAM	1/12/2008	1/12/2008	8.0	TECHINICAL	BFP-BAYBAY & VSU-DFCS
	HOUSEKEEPING AND FRONT OFFICE TRAINING	8/1/2007	8/7/2008	56.0	TECHINICAL	VSU-HOSTEL / DFCS
	TOURISM MANAGEMENT TRAINING: PHILIPPINE TOURISM TOUR GUIDING EXERCISE	5/15/2007	5/15/2007	8.0	TECHINICAL	VSU-DFCS
	SEMINAR ON QUALITY SERVICE IN TOUR GUIDING AND TRAVEL MANAGEMENT	2/10/2007	2/10/2007	8.0	TECHINICAL	VSU-DFCS
	PERSONALITY DEVELOPMENT IN COSMETOLOGY ENHANCEMENT	12/8/2006	12/8/2006	8.0	TECHINICAL	VSU-DFCS
	ORIENTATION SEMINAR FOR APPRENTICESHIP TRAINING PROGRAM	7/2/2006	7/2/2006	8.0	TECHINICAL	VSU-DFCS (DOPAC AVR)

(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)
	SINGING		N/A		LSU-Administrative Personnel Association (AdPA) - MEMBER
	DANCING				CULTURE AND ARTS CENTER (CAC)-PROPERTY CUSTODIAN
	DRIVING (2 & 4 WHEELS)				HOME ECONOMIST'S SOCIETY (HES)-MEMBER
	COMPUTER LITERATE				SOCIETY OF HOSPITABLE INDIVIDUALS FOR TRAVEL AND TOURISM (SHOTS)-MEMBER
	TAKING PHOTOS				GAMMA SIGMA CONFRATERNITY (VISCA CHAPTER) - MEMBER

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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

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

☐ 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

☐ 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

☐ YES☒ NO

If YES, give details:

FINISHED CONTRACT (GIORDANO ORIGINALS PTE. LTD.)

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

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

☐ 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

☐ 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.
IVY ANN F. MOJADO	5TH DEO-DPWH, BAYBAY CITY, LEYTE	09176285108
ALICIA M. FLORES	SPPMO, VISCA, BAYBAY CITY, LEYTE	09176341430
PETER JUNE D. DADIOS	SLSU-BONTOC, SO. LEYTE	09353465296

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:GSIS

ID/License/Passport No.:021-1694-1448-4

Date/Place of Issuance:GSIS-MAASIN CITY

Signature (Sign inside the box)

JULY 31, 2019

Date Accomplished

Doreen B. Alba

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me thisAUG 02 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU LEGAL OFFICER

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