

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	CAORTE		
FIRST NAME	ENRIQUE	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	ESTREMOS		
3. DATE OF BIRTH (mm/dd/yyyy)	August 02, 1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Albuera, Leytte	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated	
7. HEIGHT (m)	163cm	17. RESIDENTIAL ADDRESS	Purok Okra
8. WEIGHT (kg)	72.8 KS	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	Liloan
10. GSIS ID NO.	000-6106-5421-5	ZIP CODE	Subdivision/Village Barangay
11. PAG-IBIG ID NO.	121052603037		Ormoc Leyte
12. PHILHEALTH NO.	13-050024648-1		City/Municipality Province
13. SSS NO.	06-1068421-5	19. TELEPHONE NO.	6521
14. TIN NO.	165-945-346	20. MOBILE NO.	NONE
15. AGENCY EMPLOYEE NO.	V01112	21. E-MAIL ADDRESS (if any)	09363221094
			NONE

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAORTE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PERLA	NAME EXTENSION (JR., SR)	JUNE NIÑO P. CAORTE	January 30, 2003
MIDDLE NAME	PEPITO			
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CAORTE			
FIRST NAME	ENRIQUE	NAME EXTENSION (JR., SR) SR		
MIDDLE NAME	CALABIA			
25. MOTHER'S MAIDEN NAME	LATIVO			
SURNAME	ESTREMOS			
FIRST NAME	VISICTACION			
MIDDLE NAME	N/A			

(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	ALBUERA CENTRAL SCHOOL	Primary	1976	1981	Graduated	1981	None
SECONDARY	ALBUERA PRIVATE HIGH SCHOOL	Secondary	1981	1985	Graduated	1985	None
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	ViSCA, Baybay City, Leyte	BSF II	1986	1988	84 units	UNDERGRAD	None
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)


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[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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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			
	PHI BETA KAPPA FRATERNITY SORORITY	1985	PRESENT		MEMBER	
	KABALIKAT CIVICOM	2010	PRESENT		MEMBER	
	GUARDIAN (VSU CHAPTER)	2000	PRESENT		MEMBER	
(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			
	RLM SEMINAR	6/19/2021	6/19/2021	4 hrs	Technical	OUDRRM CONFERENCE ROOM
	BASIC LIFE SUPPORT PROVIDER'S COURSE HEALTH CARE PROVIDER	09-05-2019	09-06-2019	16 hrs	Technical	DOH
	RE-TRAINING/REFRESHER COURSE (RTC)	12-06-2018	12-11-2018	40 hrs	Technical	JVO DYNAMIC SECURITY TRAINING ACADEMY, INC.
	VSU FIRE BRIGADE	11-05-2018	11-09-2018	40 hrs	Technical	BFP REGION VIII
	FIRE PREVENTION SEMINAR AND TRAINING ON MASS CASUALTY INCIDENT RESPONSE	03-27-2018		8 hrs	Technical	BFP/ODAHRD/SSO
	EMERGENCY RESPONSE SKILLS TRAINING	03-14-2018	03-18-2018	40 hrs	Technical	BFP/ODAHRD/SSO
	FIRE CONSCIOUSNESS/PREPAREDNESS	02-27-2018		8 hrs	Technical	CONVENTION CENTER
	RE-ORIENTATION SEMINAR FOR SECURITY GUARDS	09-04-2014		8 hrs	Technical	QAC/ODAHRD/SSO
	PADPAO RE-TRAINING COURSE	09-19-2012	03-31-2012	40 hrs	Technical	PADPAO RT PRIVATE SEC. ACAD.
	GENDER SENSITIVITY TRAINING OF SEXUAL HARASSMENT ORIENTATION FOR FRONTLINE SERVICE PROVIDERS	09-17-2012		8 hrs	Technical	ODAHRD/SSO
	SEMINAR ON FIRE PREVENTION	01-21-2012		8 hrs	Technical	CONVENTION CENTER
(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)	
	DRIVING		CERTIFICATE OF RECOGNITION BFP BAYBAY CITY ON OCTOBER 16, 2018		ADMINITRATIVE PERSONNEL ASSOCIATION (AdPA)	
	FIRE FIGHTING		CERTIFICATE OF APPRECIATION FOR FIRE CONSCIOUSNESS AND PREPARENESS ON FEBRUARY 27, 2008			
			COMMENDATION FOR HAVING ACTIVELY PARTICIPATED IN FIRE OLYMPICS (BFP) ON MARCH 31, 2010			
			CERTIFICATE OF RECOGNITION FOR SELFLESS AND UNTIRING EFFORT IN ASSISTING OUR FIRE FIGHTERS IN BRGY. BUNGA			
(Continue on separate sheet if necessary)						
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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:

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

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

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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

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

☐ 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

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.
MS. CHERYL BATUCAN	BGY. LILOAN, ORMOC CITY	
MR. ROMEO CALABIA	BGY. LAWIS, ALBUERA LEYTE	
MR. SALDY PITOGO	BGY. LILOAN, ORMOC CITY	

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:

DRIVER'S LICENSE

ID/License/Passport No.:

H03 - 07 - 001934

Date/Place of Issuance:

AUG-02, 2014 / BAYBAY CITY

Signature (Sign inside the box)

Date Accomplished

08-07-2021

Right Thumbmark

SUBSCRIBED AND SWORN to before me this

04 NOV 2021

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

ATTY. RYSAN L. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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