

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	Abamo		
FIRST NAME	Lorna	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Baugbog		
3. DATE OF BIRTH (mm/dd/yyyy)	01/12/1962	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	Buenavista, Agusan del Nort	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	Zone 5, Guadalupe House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ Baybay _____ Leyte _____ City/Municipality _____ Province _____
7. HEIGHT (m)	1.50	ZIP CODE	
8. WEIGHT (kg)	53.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Zone 5, Guadalupe House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ Baybay _____ Leyte _____ City/Municipality _____ Province _____
10. GSIS ID NO.	LP-62011202905	ZIP CODE	
11. PAG-IBIG ID NO.	170000287752		
12. PHILHEALTH NO.	130000567249		
13. SSS NO.	0388202782	19. TELEPHONE NO.	
14. TIN NO.	441-158-769	20. MOBILE NO.	999-993-8830
15. AGENCY EMPLOYEE NO.	V00002	21. E-MAIL ADDRESS (if any)	lorna.abamo@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	Abamo		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Antonio	NAME EXTENSION (JR., SR)	Angel Mae B. Abamo	01/01/2010
MIDDLE NAME	Pajo			
OCCUPATION	Professor			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	VSU, Baybay City Leyte			
TELEPHONE NO.	+63 09209835693			
24. FATHER'S SURNAME	Baugbog			
FIRST NAME	Quirino	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Tumilap			
25. MOTHER'S MAIDEN NAME	Apduhan			
SURNAME	Baugbog			
FIRST NAME	Martina			
MIDDLE NAME	Apduhan			

(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	Matabao Elementary School	Elementary	1968	1973		1973	N/A
SECONDARY	St. James High School	High School	1974	1978		1978	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Engineering	1979	1986		1986	N/A
GRADUATE STUDIES	Franciscan College of Immaculate Conception	Master of Arts in Education	2010	2014		2014	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/09/2024
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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		12/03/2016	Maasin	N/A	N/A
	Career Service Sub-Professional		N/A	Tacloban City	N/A	N/A


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
	From	To						
	01/01/2023	PRESENT	Administrative Aide VI	Visayas State University	17,688.00	6-2	Permanent	Y
	02/18/2022		Administrative Aide VI	Visayas State University	17,007.00	6-2	Permanent	Y
	01/01/2022		Administrative Aide VI	Visayas State University	16,877.00	6-1	Permanent	Y
	01/01/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
	01/01/2020		Administrative Aide VI	Visayas State University	15,524.00	6-1	Permanent	Y
	01/01/2018		Administrative Aide IV	Visayas State University	12,778.00	4-2	Permanent	Y
	01/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,262.00	4-2	Permanent	Y
	01/01/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,658.00	4-1	Permanent	Y
	07/01/2014	12/31/2015	Administrative Aide IV	Visayas State University	11,181.00	-	Permanent	Y
	03/25/2013	06/30/2014	Administrative Aide III	Visayas State University	10,505.00	-	Permanent	Y
	06/01/2012	03/24/2013	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
	06/01/2011	05/31/2012	Administrative Aide III	Visayas State University	9,628.00	-	Permanent	Y
	06/24/2010	05/31/2011	Administrative Aide III	Visayas State University	8,854.00	-	Permanent	Y
	03/25/2010	06/23/2010	Administrative Aide III	Visayas State University	8,080.00	-	Permanent	Y
	07/01/2008	03/24/2010	Education Research Assistant I	Visayas State University	512.50	-	Casual	Y
	07/01/2007	06/30/2008	Education Research Assistant I	Visayas State University	465.00	-	Casual	Y
	09/16/2006	06/30/2007	Education Research Assistant I	Leyte State University	423.55	-	Casual	Y
	01/01/2005	09/15/2006	Administrative Aide III	Leyte State University	274.50	-	Casual	Y
	07/01/2004		Clerk I	Leyte State University	274.50	-	Casual	Y
	07/01/2004	12/31/2004	Clerk I	Leyte State University	274.50	-	Casual	Y
	03/16/1988	05/31/1988	Research Assistant I	Visayas College of Agriculture	113.91	-	Contractual	Y
	01/06/1988	12/31/1988	Research Assistant I	Visayas College of Agriculture	113.91	-	Contractual	Y
	07/01/1986	12/31/1986	Research Aide	Visayas College of Agriculture	61.51	-	Contractual	Y
	08/01/1985	06/30/1986	Research Aide	Visayas College of Agriculture	55.92	-	Contractual	Y
	06/01/1985	06/30/1985	Research Aide	Visayas College of Agriculture	22.00	-	Casual	Y
	02/11/1985	05/31/1985	Laboratory Aide	Visayas College of Agriculture	18.10	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/09/2024
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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		
	LAMB Nursery School (LAMI) College, Laguna	06/02/2008	08/31/2009	100	Assistant Kidergarten Teacher

(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			
	MET4YOU	11/24/2023	11/25/2023	16	Technical	Philippine Meteorological Society, Inc.
	Employee Skill Enhancement: A Supervisory Development Seminar	06/13/2023	06/16/2023	32	Supervisory	Personnel Officers Association on the Philippines
	Mandatory Orientation and RE-Oriented of Academic Advisers, and Department Enrolment Focal Persons, 2nd Sem A.Y. 2022-2023	02/10/2023	02/10/2023	4	Technical	OVPAA
	Webinar on "Women's Reproductive Health: Breast Cancer and Gynecological Cancers"	10/07/2021	10/07/2021	3	Technical	USHER
	Webinar on "Exercises for Obesity and Reduction"	09/17/2021	09/17/2021	3	Technical	USHER
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	8	Technical	Office of the University President, Visayas State University
	Webinar on Organizing Your VSU Email for Stress-Free Productivity	11/20/2020	11/20/2020	4	Technical	VSU Web Team
	Webinar presentation on "Document Tracking System"	11/13/2020	11/13/2020	3	Technical	Human Resource Information System
	Identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	08/28/2020	08/28/2020	9	Instruction	Office of the Vice-President for Planning, Resource Generation & Auxiliary Services
	Attaining Work-Life Flexibility	10/22/2019	10/25/2019	32	Managerial	Personnel Officers Association of the Philippines, Inc. (POAP)
	International Erasmus + Staff Training Programme for Secretaries & Administrative working for HEI	05/06/2019	05/16/2019	74	Technical	Erasmus + Key Action 103
	Human Resource Information System	12/28/2018	12/28/2018	16	Technical	Visayas State University
	Working Towards Personal Effectiveness	11/20/2018	11/23/2018	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Alumni Communicators Training	11/13/2018	11/14/2018	16	Technical	Visayas State University
	Human Resource Management Information System	09/12/2018	09/12/2018	8	Technical	Visayas State University
	Gender Sensitivity Training for Administrative & Support Staff	09/01/2018	09/01/2018	8	Technical	Visayas State University
	Orientation on Preparation of Documents for the Internal Audit	07/26/2017	07/26/2017	8	Technical	Visayas State University

PLEASE SEE ATTACHMENT A

(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)
	N/A		N/A		Leyte State University – Administrative Personnel Association




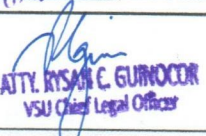
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
SIGNATURE		DATE	05/09/2024
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Attachment A.1

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

[illegible]

<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>Charlie S. Andan</td> <td>Department of Meteorology</td> <td>+63 09176343663</td> </tr> <tr> <td>Jannet C. Bencure</td> <td>College of Engineering & Technology, VSU</td> <td>+63 09478909056</td> </tr> <tr> <td>Eldon P. de Padua</td> <td>Renewable Energy Research Cntr.</td> <td>+63 09610706200</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Charlie S. Andan	Department of Meteorology	+63 09176343663	Jannet C. Bencure	College of Engineering & Technology, VSU	+63 09478909056	Eldon P. de Padua	Renewable Energy Research Cntr.	+63 09610706200
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Eldon P. de Padua	Renewable Energy Research Cntr.	+63 09610706200											
<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: Driver's License</td> </tr> <tr> <td>ID/License/Passport No.: H03-94-022248</td> </tr> <tr> <td>Date/Place of Issuance: Baybay, Leyte</td> </tr> </table>	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.: H03-94-022248	Date/Place of Issuance: Baybay, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;">  Signature (Sign inside the box) 05/09/2024 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) 05/09/2024 Date Accomplished							
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Date/Place of Issuance: Baybay, Leyte													
 Signature (Sign inside the box) 05/09/2024 Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this <u>23 MAY 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;">  ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath </div>													



LORNA B. ABAMO


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WORK EXPERIENCE SHEET

- 1. 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: January 1, 2020 - present
- Position: Administrative Aide VI
- Name of Office/Unit: Department of Meteorology
- Immediate Supervisor: Charlie S. Andan
- Name of Agency/Organization and Location:
Department of Meteorology
College of Engineering and Technology
Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Performs the functions of the Document and Records Controller (DRC) of the department by a) issuing, maintaining, retrieving, and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
 - Ensures that there is good coordination between the University Document and Records Controller, and the alternate dDRC of the department, in all concerns related to document and records control including coordinating with other offices as the need arises.
 - Makes communication, reports, prepares budget and other documents of the department.
 - Helps, assists, facilitates the faculty, staff & students visiting the department.
 - Facilitates events, activities of the unit.
 - Do another task assigned by the immediate supervisor.


LORNA B. ABAMO

(Signature over Printed Name
of Employee/Applicant)

Date: 5-9-2024