

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 () ☐ 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	BUSTILLO		
FIRST NAME	NORIETA		NAME EXTENSION (JR., SR)
MIDDLE NAME	BATHAN NA		
3. DATE OF BIRTH (mm/dd/yyyy)	8/24/1963	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	BAYBAY CITY, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	672 ANDRES BONIFACIO House/Block/Lot No. Street F. MASCARIÑAS, ZONE 12 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	153 cm	ZIP CODE	6521
8. WEIGHT (kg)	60 kls		
9. BLOOD TYPE	"B"	18. PERMANENT ADDRESS	672 ANDRES BONIFACIO House/Block/Lot No. Street F. MASCARIÑAS, ZONE 12 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	CRN 006-0102-6412-8	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0024-3569		
12. PHILHEALTH NO.	1300-0015-0712		
13. SSS NO.	06-4231359-5	19. TELEPHONE NO.	NA
14. TIN NO.	116-623-483	20. MOBILE NO.	0915-232-9310
15. AGENCY EMPLOYEE NO.	V000124	21. E-MAIL ADDRESS (if any)	nbustil@yahoo.com / norieta.bustillo@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	BUSTILLO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOEL	NAME EXTENSION (JR., SR)	NORIEL JOHN B. BUSTILLO	8/30/1991
MIDDLE NAME	CENTINO	NA	NORIEL GAY B. BUSTILLO	8/5/1993
OCCUPATION	GOVERNMENT EMPLOYEE		NORIEL JED B. BUSTILLO	10/11/1995
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		NORWEL B. BUSTILLO	8/24/1999
BUSINESS ADDRESS	VISCA, BAYABAY CITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	BATHAN			
FIRST NAME	SALVADOR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ARRIOLA	NA		
25. MOTHER'S MAIDEN NAME				
SURNAME	DIDAL			
FIRST NAME	GERTRUDES			
MIDDLE NAME	ALKUINO			

(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 EAST CENTRAL SCHOOL	PRIMARY Education	1969	1975	Graduated	1975	none
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1975	1979	Graduated	1979	none
VOCATIONAL / TRADE COURSE							
COLLEGE	DIVINE WORD UNIVERSITY OF TACLOBAN	BACHELOR OF SCIENCE IN COMMERCE - ACCOUNTING	1981	1984	Graduated	1984	none
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT - BUS. MGMT	2016	2018	34 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/22/22
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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 Exam -Sub Professional

82.25%

4/27/1997

TACLOBAN CITY

642797WE

NA

(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

1/1/2022

Present

Admin Aide VI

Accounting Office/VSU

17,007.00

06-02

Permanent

Y

1/1/2021

12/31/2021

Admin Aide VI

Accounting Office/VSU

16,325.00

06-02

Permanent

Y

5/1/2020

12/31/2020

Admin Aide VI

Accounting Office/VSU

15,643.00

06-02

Permanent

Y

1/1/2020

4/30/2020

Admin Aide VI

Accounting Office/VSU

15,524.00

06-01

Permanent

Y

1/1/2019

12/31/2019

Admin Aide VI

Accounting Office/VSU

14,847.00

06-01

Permanent

Y

1/1/2018

12/31/2018

Admin Aide VI

Accounting Office/VSU

14,340.00

06-01

Permanent

Y

1/10/2017

1/2/2017

Admin Aide IV

Accounting Office/VSU

12,371.00

04-03

Permanent

Y

5/10/2016

1/2/2016

Admin Aide IV

Accounting Office/VSU

11,878.00

04-03

Permanent

Y

1/1/2015

5/9/2016

Admin Aide IV

Accounting Office/VSU

11,767.00

04-02

Permanent

Y

4/1/2013

12/31/2015

Admin Aide IV

Accounting Office/VSU

11,292.00

04-02

Permanent

Y

4/1/2012

3/31/2013

Admin Aide IV

Accounting Office/VSU

11,181.00

04-01

Permanent

Y

6/1/2011

6/30/2012

Admin Aide IV

Accounting Office/VSU

10,358.00

04-01

Permanent

Y

8/10/2010

5/31/2011

Admin Aide IV

Accounting Office/VSU

9,536.00

04-01

Permanent

Y

3/25/2010

7/31/2010

Admin Aide IV

Accounting Office/VSU

8,713.00

04-01

Permanent

Y

9/1/2009

3/24/2010

Admin Aide III

Accounting Office/VSU

8,243.00

03-02

Permanent

Y

8/1/2008

8/31/2009

Admin Aide III

Accounting Office/VSU

7,489.00

03-02

Permanent

Y

2/1/2008

7/31/2008

Admin Aide III

Accounting Office/VSU

6,808.00

03-02

Permanent

Y

7/1/2007

1/31/2008

Admin Aide III

Accounting Office/VSU

6643.00

03-01

Permanent

Y

1/10/2005

6/30/2007

Admin Aide III

Accounting Office/VSU

6039.00

03-01

Permanent

Y

7/1/2001

1/9/2005

Clerk 1

Supply & Property Management Division
Office/Accounting Office

274.50

Casual

Y

1/1/2000

6/30/2001

Clerk 1

Supply & Property Management Division
Office/ VSU

261.41

Casual

Y

1/1/1997

12/31/1999

Clerk 1

Supply & Property Management Division
Office/ VSU

237.64

Casual

Y

1/1/1996

12/31/1996

Clerk 1

Supply & Property Management Division
Office/ VSU

225.27

Casual

Y

1/1/1995

12/31/1995

Clerk 1

Supply & Property Management Division
Office/ VSU

179.82

Casual

Y

1/1/1994

12/31/1994

Clerk 1

Supply & Property Management Division
Office/ VSU

134.36

Casual

Y

7/1/1989

12/31/1993

Clerk 1

Supply & Property Management Division
Office/ VSU

98.00

Casual

Y

8/23/1988

6/30/1989

Clerk 1

Supply & Property Management Division
Office/ VSU

32.85

Casual

Y

2/1/1986

5/31/1988

Clerk

Municipal Assessor's Office, BaybayCity

7.00

Job Order

Y

(Continue on separate sheet if necessary)

SIGNATURE

DATE

CS FORM 212 (Revised 2017), Page 2 of 4

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			
	AGAP Annual Convention-Seminar	10/19/2022	10/22/2022	32 hrs	Technical	AGAP
	In-house Training on Public Financial Management	08/03/2022	08/05/2022	24 hrs	Technical	DBM, Region 08 / VSU
	Financial, Trends & Transformation in the New Normal	11/18/2021	11/19/2021	8 hrs	Technical	GFMIC via zoom
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	4 hrs	Technical	QAC/VSU
	Financial Literacy Seminar	1/16/2020	1/16/2020	4 hrs	Technical	GSIS/MAASIN CITY
	Training on Identification of Proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Request Module of the SPPMIS	8/28/2020	8/28/2020	4 hrs	Technical	OVPRGAS, VSU
	Laws and Rules on Government Expenditures (LARGE)	10/1/2019	10/4/2019	32 hrs	Technical	COA, RO VIII
	Association of Government Accountants of the Philippines, Inc. Convention- Seminar	10/17/2018	10/20/2018	32 hrs	Technical	AGAP
	Gender Sensivity Training for the Administrative and Support Staff	9/11/2018	9/11/2018	4 hrs	Technical	VSU GAD
	Target Setting Workshop	8/21/2018	8/21/2018	4 hrs	Technical	VSU GAD
	Induction/Orientation Program of Newly Hired Faculty & Staff Into the VSU System	9/4/2017	9/4/2017	8 hrs	Technical	VSU GAD
	Implementation on th Use of Government Accounting Manual (GAM) for NGA's	8/14/2017	8/18/2017	40 hrs	Technical	COA, RO VIII
	Orientation on Preparation of Documents for the Internal Audit	7/26/2017	7/26/2017	8 hrs	Technical	QAC/VSU
	Philippine Public Sector Accounting Standards (PPSAS) and the Revised Chart of Accounts (RCA)- National	5/29/2017	6/2/2017	40 hrs	Technical	COA, Region VIII
	OVPAF Strategic Planning Workshop	2/15/2017	2/16/2017	16 hrs	Technical	OVPAF, VSU
	Unified Accounts Code Structure (UACS) Application Course Training Program	11/4/2014	11/6/2014	24 hrs	Technical	DBM, Region 08
	1st PAGBA Quarterly Seminar and Meeting with the theme, "Public Financial Management and Climate Change Resiliency Towards Responsive and Transparent Governance"	4/23/2014	4/26/2014	32 hrs	Technical	COA, DBM and Other Related Agencies

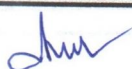
(Continue on separate sheet if necessary)

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 literate / playing games		NA		LSU-AdPA


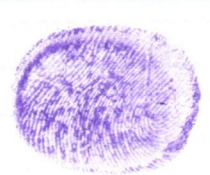

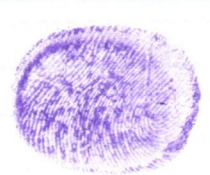

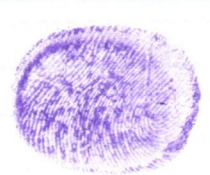
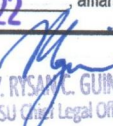
(Continue on separate sheet if necessary)

SIGNATURE



DATE

11/22/22


<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>MS. LOUELLA C. AMPAC</td><td>BAYBAY CITY, LEYTE</td><td>(053)565-0600 (1061)</td></tr><tr><td>MR NICK FREDDY R. BELLO</td><td>VSU, VISCA, BAYBAY CITY</td><td>(053)565-0600 (1006)</td></tr><tr><td>MS ALICIA M. FLORES</td><td>VSU, VISCA, BAYBAY CITY</td><td>(053)565-0600 (1009)</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	MS. LOUELLA C. AMPAC	BAYBAY CITY, LEYTE	(053)565-0600 (1061)	MR NICK FREDDY R. BELLO	VSU, VISCA, BAYBAY CITY	(053)565-0600 (1006)	MS ALICIA M. FLORES	VSU, VISCA, BAYBAY CITY	(053)565-0600 (1009)
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MR NICK FREDDY R. BELLO	VSU, VISCA, BAYBAY CITY	(053)565-0600 (1006)											
MS ALICIA M. FLORES	VSU, VISCA, BAYBAY CITY	(053)565-0600 (1009)											
<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 style="padding: 2px;">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td style="padding: 2px;">Government Issued ID: VSU ID</td></tr><tr><td style="padding: 2px;">ID/License/Passport No.: V000124</td></tr><tr><td style="padding: 2px;">Date/Place of Issuance: 01/02/2010</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: VSU ID	ID/License/Passport No.: V000124	Date/Place of Issuance: 01/02/2010	<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) 11/22/2022 Date Accomplished</td><td style="width: 150px; text-align: center; vertical-align: middle;"> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) 11/22/2022 Date Accomplished	 Right Thumbmark					
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)													
PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: VSU ID													
ID/License/Passport No.: V000124													
Date/Place of Issuance: 01/02/2010													
 Signature (Sign inside the box) 11/22/2022 Date Accomplished	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this <u>01 DEC 2022</u> affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 10px;"> ATTY. RYSA M. GUINOCOR VSU Chief Legal Officer Person Administering Oath</div>													

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.

- Duration: March, 2018 – present
- Position: Administrative Aide VI
- Name of Office/Unit: Accounting office
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366
- Summary of Actual Duties
 - Prepares financial transactions according to COA and DBM rules and regulations. Maintaining book of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of CA, petty cash, and other personnel cash disbursements and receives collectibles/payments in accordance with relevant rules and regulations.


NORITA D. BUSTILLO
(Signature over Printed Name
of Employee/Applicant)

Date: 11/22/2022