

# 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	LAYOLA		
FIRST NAME	LESTER	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUARTE		
3. DATE OF BIRTH (mm/dd/yyyy)	1/5/1988	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	Maasin City	If holder of dual citizenship, please indicate the details:	
5. SEX	<input checked="" type="checkbox"/> Male <input 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:		
7. HEIGHT (m)	1.70	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Cabulihan Subdivision/Village Barangay Maasin City So. Leyte City/Municipality Province
8. WEIGHT (kg)	78	ZIP CODE	6600
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Sta. Cruz Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	On Process	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0137-3331	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-000103431-7	20. MOBILE NO.	09483921773
13. SSS NO.	06-26-44013-8	21. E-MAIL ADDRESS (if any)	lester.layola@vsu.edu.ph
14. TIN NO.	413-564-615		
15. AGENCY EMPLOYEE NO.	On Process		

## II. FAMILY BACKGROUND

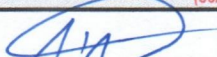
22. SPOUSE'S SURNAME	LAYOLA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BRENDA	LAYOLA, ZEITH IVAN G.	3/18/2013
MIDDLE NAME	GUALBERTO	LAYOLA, ZOIEY IVORY G.	1/4/2019
OCCUPATION	Project Developer Officer II		
EMPLOYER/BUSINESS NAME	Department of Agriculture (DA) Region 8		
BUSINESS ADDRESS	Tacloban City		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	LAYOLA		
FIRST NAME	EFREN		
MIDDLE NAME	AROY		
25. MOTHER'S MAIDEN NAME			
SURNAME	GUARTE		
FIRST NAME	VIRGINIA		
MIDDLE NAME	CARINO		

(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	Cabulihan Elementary School	Primary Education	8/1/1995	3/31/2001	N/A	2001	N/A
SECONDARY	Guadalupe National High School	Secondary Education	6/1/2001	4/31/2005	N/A	2005	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Saint Joseph College - Maasin	BSBA-(Major in Human Resource Development Management)	8/15/2020	Present	189 units		N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A


(Continue on separate sheet if necessary)


SIGNATURE		DATE	12/14/22
-----------	---	------	----------

[illegible]

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	12/14/22



12/14/22

## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&amp;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)


[illegible]

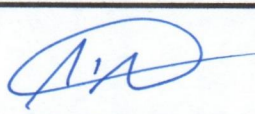

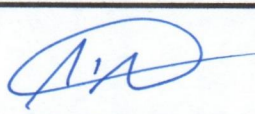

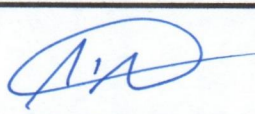

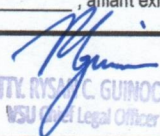
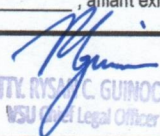
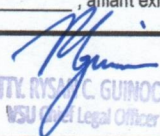
(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	WELDER (NCII)		N/A		N/A
	DRIVING (NCII)		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/14/22
-----------	---	------	----------

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>JESSAMINE C. ECLEO</td> <td>VSU, Baybay City</td> <td>9985550106</td> </tr> <tr> <td>ALICIA M. FLORES</td> <td>Guadalupe, Baybay City</td> <td>9464928865</td> </tr> <tr> <td>MOISES NEIL V. SERINO</td> <td>VSU, Baybay City</td> <td>9363706515</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JESSAMINE C. ECLEO	VSU, Baybay City	9985550106	ALICIA M. FLORES	Guadalupe, Baybay City	9464928865	MOISES NEIL V. SERINO	VSU, Baybay City	9363706515
NAME	ADDRESS	TEL. NO.											
JESSAMINE C. ECLEO	VSU, Baybay City	9985550106											
ALICIA M. FLORES	Guadalupe, Baybay City	9464928865											
MOISES NEIL V. SERINO	VSU, Baybay City	9363706515											
<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.)</td> </tr> <tr> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: UMID (SSS)</td> </tr> <tr> <td>ID/License/Passport No.: CRN:0111-4371915-0</td> </tr> <tr> <td>Date/Place of Issuance: 08/28/12 (Tacloban City)</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: UMID (SSS)	ID/License/Passport No.: CRN:0111-4371915-0	Date/Place of Issuance: 08/28/12 (Tacloban City)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            Date Accomplished: 12/14/22         </td> <td style="text-align: center;">             Right Thumbmark         </td> </tr> </table>	 Signature (Sign inside the box) Date Accomplished: 12/14/22	 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: UMID (SSS)													
ID/License/Passport No.: CRN:0111-4371915-0													
Date/Place of Issuance: 08/28/12 (Tacloban City)													
 Signature (Sign inside the box) Date Accomplished: 12/14/22	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this <u>25 JAN 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: center;">             ATTY. RYSA C. GUINOCOR            VSU Legal Officer         </td> </tr> <tr> <td style="text-align: center;">           Person Administering Oath         </td> </tr> </table>		 ATTY. RYSA C. GUINOCOR VSU Legal Officer	Person Administering Oath										
 ATTY. RYSA C. GUINOCOR VSU Legal Officer													
Person Administering Oath													