CS Form No. 2	2
Revised 2017	
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WARNING: Any	I

## **PERSONAL DATA SHEET**

misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. Print legibly. Tick appropriate boxes 🔲 ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only I. PERSONAL INFORMATION 2. SURNAME GODOY NAME EXTENSION (JR., SR) FIRST NAME JEORME MIDDLE NAME **GALVEZ** 3. DATE OF BIRTH 01/12/1983 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship by birth by naturalization 4 PLACE OF BIRTH BAYBAY, LEYTE If holder of dual citizenship, Pls. indicate country: please indicate the details 5. SEX ✓ Male Female Ecuador Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. ☐ Widowed Street Separated HIBUNAWAN Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.69 City/Municipality 71.2 8. WEIGHT (kg) ZIP CODE 6521 18. PERMANENT ADDRESS '0" 9. BLOOD TYPE House/Block/Lot No Street HIRUNAWAN 2005036154 10. GSIS ID NO. Barangay Subdivision/Village BAYBAY LEYTE 11. PAG-IBIG ID NO 1211-8783-6379 City/Municipality 12. PHILHEALTH NO 1302-5081-1633 ZIP CODE 6521 06-2900402-1 13. SSS NO. NA 19. TELEPHONE NO. 14. TIN NO. 933-262-418 20 MOBILE NO 09164482559 15. AGENCY EMPLOYEE NO. V00932 21. E-MAIL ADDRESS (if any) normanvillas@vsu.edu.ph/ villasnorman@gmail.com I. FAMILY BACKGROUND 22. SPOUSE'S SURNAME GODOY 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) JOLLIAN JED GABRIEL B. GODOY DINA JOY FIRST NAME 02/02/2018 BRACA MIDDLE NAME OCCUPATION NA EMPLOYER/BUSINESS NAME NA BUSINESS ADDRESS NA TELEPHONE NO. NA 24. FATHER'S SURNAME GODOY NAME EXTENSION (JR., SR) FIRST NAME **ROMULO PANCITO** MIDDLE NAME 25. MOTHER'S MAIDEN NAME GALVEZ SURNAME FIRST NAME ANITA PADILLA MIDDLE NAME (Continue on separate sheet if necessary) II. EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC LEVEL UNITS FARNED HONORS RECEIVED GRADUATED (Write in full) (Write in full) (if not graduated) From To ELEMENTARY HIBUNAWAN ELEMENTARY SCHOOL PRIMARY EDUCATION 1996 N/A 1990 1996 Graduated SECONDARY VISCA LABORATORY HIGH SCHOOL HIGH SCHOOL 2000 N/A 1996 2000 Graduated N/A N/A N/A N/A N/A N/A N/A TRADE COURSE BACHELOR OF SCIENCE IN INDUSTRIAL COLLEGE SOUTHERN LEYTE STATE UNIVERSITY 2000 2004 Graduated 2004 N/A TECHNOLOGY GRADUATE STUDIES N/A N/A N/A N/A N/A N/A N/A (Continue on separate sheet if necessary) SIGNATURE DATE 06/28/2021

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IV. CIVIL S	SERVICE ELIGI	BILITY						s .	
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE			DATE OF EXAMINATION /	TION / CONFE	RMENT	LICENSE (if applicable)			
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE			(If Applicable)	CONFERMENT PLACE OF EXAMINAT		TION / CONFE	TION / CONFERMENT		Date of Validity
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CONTROL CONTROL CONTROL	EXPERIENCE	nt. Start from your recer	ot work) Decements	a of dution abouted by	indicated in the attack	od Work Eve	ariana abad		
28. INCL	LUSIVE DATES mm/dd/yyyy)	POSITION T (Write in full/Do not	TITLE	DEPARTMENT / AGE	NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
01/01/2021	PRESENT	Administrative	Aida VI	University	Computer Center	16200.00	INCREMENT 6-1	Casual	Y
						45504.00			
01/01/2020	12/31/2020	Administrative			Computer Center	15524.00	6-1	Casual	Y
01/01/2019	12/31/2019	Administrative	e Aide VI	University Computer Center		14847.00	6-1	Casual	Y
01/01/2018	12/31/2018	Administrative	e Aide VI	University Computer Center		14340.00	6-1	Casual	Y
01/01/2017	12/31/2017	Administrative		University Computer Center		13851.00	6-1	Casual	Y
08/01/2016	12/31/2016	Administrative		University Computer Center		13378.00	6-1	Casual	Y
01/01/2015	07/31/2016	Computer Maintena	nce Technician	University	Computer Center	8800.00	NA	Casual	Y
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9.	NAME & ADDRESS OF ORGA (Write in full)	NIZATION	INCLUSIVE DATES (mm/dd/yyyy)  From To		NUMBER OF HOURS		POSITION / NATURE OF WORK
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		AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUM	ontinue on separate	THE RESERVE AND DESCRIPTION OF THE PERSON NAMED IN COLUMN	iry)		THE RESIDENCE AND A STATE OF THE STATE OF TH
	ID DEVELOPMENT (L&D) IN nt L&D/training program and include				n Chief/Executive/M	anagerial positions	
· TITLE OF LEA	ARNING AND DEVELOPMENT INTERV	ENTIONS/TRAINING PROGRAMS		'E DATES OF NDANCE		Type of LD ( Managerial/	CONDUCTED/ SPONSORED BY
11120120	(Write in full)		From	/dd/yyyy)	NUMBER OF HOURS	Supervisory/ Technical/etc)	(Write in full)
	PC Troubleshooting		04/12/2008	05/31/2008	32.0	Technical	AMA Computer Learning Center (ACLC)
	Structured Cabling		11/27/2017	11/27/2017	8.0	Technical	Cebu Technical Vocational Training and Assessment Academy, Inc.
	Fiber Optic Network Techn	ology	10/10/2018	10/12/2018	24.0	Technical	Department of Information and Communication technology
	Networking Essentials	•	10/14/2019	10/18/2019	40.0	Technical	Department of Information and Communication technology
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Control Section							
			NEL YARRE				(COMPANY OF STREET
instark Nove	e Sept	tation					30 50 W
News Services 1		(1)	Continue on separa	ite sheet if neces:	sary)		
III. OTHER INFO	DRMATION			Elias			
31. SPECI	IAL SKILLS and HOBBIES	32.*	ON-ACADEMIC DIS	STINCTIONS / REP Vrite in full)	COGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATI
. coi	mputer repair	NA					LEYTE STATE UNIVERSITY ADMINISTRATIVE PERSONNEL ASSOCIATION (LSU-ADPA)
	cabling installation						
driving two	o/four wheels vehicle		The second of the second	September 19			
	•						
			1				
100			(Continue on sepa	rate sheet if nece	ssary)		
	SIGNATURE	Abi				DATE	06/28/2021



34.	Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate su Bureau or Department where you will be apppointed, a. within the third degree?	☐ YES ☑ NO	
	b. within the fourth degree (for Local Government Unit - Career	☐ YES ☑ NO  If YES, give details:	
35.	a. Have you ever been found guilty of any administrative offens	☐ YES ☑ NO If YES, give details:	
	b. Have you been criminally charged before any court?	☐ 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 l by any court or tribunal?	☐ YES ☑ NO If YES, give details:	
	Have you ever been separated from the service in any of the for retirement, dropped from the rolls, dismissal, termination, end 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 Barangay election)?	☐ YES ☑ NO If YES, give details:	
	b. Have you resigned from the government service during the telection to promote/actively campaign for a national or local ca	☐ YES ☑ NO  If YES, give details:	
39.	Have you acquired the status of an immigrant or permanent re-	☐ YES ☑ NO If YES, give details (country): ————————————————————————————————————	
40. a. b.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), pl Are you a member of any indigenous group?  Are you a person with disability?  Are you a solo parent?	☐ YES	
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /ap	ppointee)	
	NAME	ADDRESS	TEL. NO.
	Louella C. Campac	VSU, BAYBAY, LEYTE	09175423297
_	Erlinda C. Esguerra	VSU, BAYBAY, LEYTE	09176341538
12	ENGR. SEAN O. VILLAGONZALO	VSU, BAYBAY, LEYTE	09953934540
	I declare under oath that I have personally accomplished the complete statement pursuant to the provisions of pertinent Philippines. I authorize the agency head/authorized represent agree that any misrepresentation made in this document administrative/criminal case/s against me.	laws, rules and regulations of the entative to verify/validate the content	Republic of the stated herein.
F	Covernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance  Covernment Issued ID: Driver's License		
	D/License/Passport No.: H03-04-000678	Signature (Sign inside the 06/28/2021	box)
	ate/Place of Issuance: BAYBAY CITY,LEYTE	Date Accomplished	Right Thumbmark
	SUBSCRIBED AND SWORN to before me this	, affiant exhibit	ting his/her validly issued government ID as indicated above.
		Person Administering Oa	th

## **WORK EXPERIENCE SHEET**

- Duration: August 1, 2016 present
- · Position: Administrative Aide VI
- Name of Office/Unit: Information and Communications Technology Management Center
- Immediate Supervisor: Sean O. Villagonzlo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte
  - Summary of Actual Duties
    - Network cabling installation, repair, and maintenance.
    - Network monitoring and management of wifi services.
    - o Repair and maintenance of computers, and other AV equipment.
    - Assist in Live streaming and video coverage.
- Duration: January 1, 2015 July 31, 2016
- Position: Computer Maintenance Technician (JO)
- Name of Office/Unit: University Computer Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte
  - Summary of Actual Duties
    - Assist in network cabling installation, repair, and maintenance.
    - Repair and maintenance of computers and other A/V equipment.
    - Assist in the maintenance, monitoring and management of wifi services.

(Signature over Printed Name of Employee/Applicant)

Date: 06/28/2021