

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	GUINOCOR		
FIRST NAME	RYSAN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CAYUNDA		
3. DATE OF BIRTH (mm/dd/yyyy)	6/21/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay City, Leyte	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Apt. 89 Kilbourne St.
7. HEIGHT (m)	1.9 m	ZIP CODE	VSU Barangay
8. WEIGHT (kg)	100 kg		Baybay City Leyte
9. BLOOD TYPE	O+		6521
10. GSIS ID NO.	2004192118	18. PERMANENT ADDRESS	Apt. 89 Kilbourne St.
11. PAG-IBIG ID NO.	913-213113150	ZIP CODE	VSU Barangay
12. PHILHEALTH NO.	1302-251-097-349		Baybay City Leyte
13. SSS NO.	0622887834		6521
14. TIN NO.	226-104-421	19. TELEPHONE NO.	
15. AGENCY EMPLOYEE NO.	V00730	20. MOBILE NO.	09173126266
		21. E-MAIL ADDRESS (if any)	rysanguinocor@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GUINOCOR		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MERRY CHRIST'L	NAME EXTENSION (JR., SR)	ZEKE RYGAN S. GUINOCOR	9/22/2012
MIDDLE NAME	SUPNET		ZIAH RIONA S. GUINOCOR	12/21/2014
OCCUPATION	PHYSICIAN			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Vsu, Baybay City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	GUINOCOR			
FIRST NAME	HENRY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SARNO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAYUNDA			
FIRST NAME	GLORIOSA			
MIDDLE NAME	MUERTIGUE			

(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	Visca Foundation Elementary School	Primary Education	6/1/1988	3/1/1994		1994	3rd Honorable Mention
SECONDARY	Visca Laboratory High School	High School	6/1/1994	3/1/1998		1998	1st Honorable mention
VOCATIONAL / TRADE COURSE							
COLLEGE	VELEZ COLLEGE	BS IN MEDICAL TECHNOLOGY	6/1/1998	3/1/2002		2002	
	UNIVERSITY OF SAN CARLOS	BACHELOR OF LAW	6/1/2005	3/1/2009		2009	
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	Masters of Arts IN PUBLIC MANAGEMENT AND DEVELOPMENT	6/1/2015	Oct. 2016	21 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 2, 2018
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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
	<b>Board Exam for Medical Technology</b>		<b>Sep-02</b>	<b>Cebu City, Cebu</b>		
	<b>Bar Exam</b>		<b>Sep-09</b>	<b>Dela Salle , Manila</b>		

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 2, 2018
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# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
OCCIDENTAL LEYTE BAR ASSOCIATION (ORMOC CITY)	May-10	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			
Regional Orientation Workshop on the Online Asset Inventory	Sept. 12, 2018	Sept. 12, 2018	4 hours		Commission on Higher Education
Public Resource HR Symposium	July 18, 2018	July 20, 2018	24hours		Civil Service Commission
Gender Sensitivity Trainer's Training for the Academe	July 9, 2018	July 10, 2018	16hours		Visayas State University
Orientation on the Omnibus Rules on Appointments and other Human Resource Actions	Nov. 20, 2017	Nov. 21, 2017	16 hours		Leyte Academic Center
Mandatory Continuing Learning Education (MCLE)	Sept. 21, 2017	Sept. 22, 2017	16 hours		Integrated Bar of the Philippines
Mandatory Continuing Learning Education (MCLE)	Sept. 15, 2017	Sept. 16, 2017	16 hours		Integrated Bar of the Philippines
Records Management Training	July 6, 2017	July 7, 2017	16 hours		Visayas State University
Beyond Politics and Spectacle Studies on Crime and Punishment	Mar. 15, 2017	Mar. 16, 2017	16 hours	Learning	Philippine Science Society Council
Oriebtation on Newly-Hired Regular and Part-time Faculty Members	Mar. 9, 2017	Mar. 10, 2017	16 hours		Resource Person (Atty. Rysan C. Guinocor)
Full Awareness Training Course ISO 9001:2015	Jan. 26, 2017	Jan. 27, 2017	16 hours		Visayas State University
Seminar on HIV in the Workplace	Dec. 9, 2016	Dec. 9, 2016	8 hours		Resource Person (Atty. Rysan C. Guinocor)
Radio Forum on Water Conservation and Management	Nov. 29, 2016	Nov. 29, 2016	4 hours		Resource Person (Atty. Rysan C. Guinocor)
Intellectual Freedom and Intellectual Property Rights	Nov. 28, 2016	Nov. 28, 2016	3 hours		Resource Person (Atty. Rysan C. Guinocor)
Training on How to Handle Sexual Harassment Cases in the Academe	Nov. 28, 2016	Nov. 28, 2016	4 hours		Institute for Strategic Research and Development Studies
Academin Freedom of the Faculty and Anti-Red Tape Act at VSU Isabel Campus	Sept. 28, 2016	Sept. 28, 2016	8 hours		Resource Person (Atty. Rysan C. Guinocor)
Procurement Planning Workshop	Sept. 13, 2016	Sept. 13, 2016	8 hours		Supply, Procurement and Property Management Office
Workshop to Review and Improved Citizen's Charter	Sept. 1, 2016	Sept. 1, 2016	4 hours		Visayas State University
Administrative Staff Exchange Program under Erasmus Mundus Action II	Apr. 8, 2016	May. 9, 2016	1 month		Masaryk University, Czech Republic
Seminar on Government Procurement Reform Act RA 9184	Mar. 29, 2016	Mar. 31, 2016	24 hours		Association of Government Internal Auditors, INC.
Prime HRM Congress and Recognition Rites	Feb. 1, 2016	Feb. 1, 2016	6 hours		Civil Service Commission VIII
Mandatory Continuing Legal Education	Jun. 16, 2015	Jun. 19, 2015	32 hours		Ormoc Leyte Bar Association
Kulukabildo sa Kaligdong	Mar. 24, 2012	Mar. 24, 2012	8 hours		Office of the Ombudsman

(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		Integrated Bar of the Philippines
BASKETBALL		Occidental Leyte Bar Association
		LSU-Administrative Personnel Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 2, 2018
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CSA 100771075

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

☐ 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.
Dr. Lourdes B. Cano	Brgy. San Isidro, Baybay City, Leyte	
Prof. Jesusito Lim	VSU, Baybay City, Leyte	
Dr. Ma. Juliet Ceniza	VSU, Baybay City, Leyte	

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: VSU ID


ID/License/Passport No.: V000730

Date/Place of Issuance: VSU, Baybay City, Leyte

Signature (Sign inside the box)

October 2, 2018

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

EDGARDO E. JULIN

Person Administering Oath

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