

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	CANO		
FIRST NAME	LOURDES	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BANDALAN		
3. DATE OF BIRTH (mm/dd/yyyy)	2/11/1956	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.55 m		House/Block/Lot No. Street
8. WEIGHT (kg)	61 kgs		San Isidro
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	CRN-006-6109-1228-7		Baybay City Leyte
11. PAG-IBIG ID NO.	1700-0024-4880		City/Municipality Province
12. PHILHEALTH NO.	13-00059528-5	ZIP CODE	6521
13. SSS NO.	06-1091228-7	18. PERMANENT ADDRESS	
14. TIN NO.	104-767-393		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00136	19. TELEPHONE NO.	563-7643
		20. MOBILE NO.	09176341502
		21. E-MAIL ADDRESS (if any)	lourdesbcano@yahoo.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	CANO (deceased)		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ORLANDO	NAME EXTENSION (JR., SR)	LYNDON B. CANO	6/2/1979
MIDDLE NAME	CORPEZ		LYNETTE C. CIMAFRANCA	6/3/1980
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BANDALAN (deceased)			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CALUNGSOD			
25. MOTHER'S MAIDEN NAME				
SURNAME	PEREZ (deceased)			
FIRST NAME	ANATOLIA			
MIDDLE NAME	TABUDLONG			

(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	Candadam Community School	Primary Education	1964	1968		1968	Valedictorian
SECONDARY	Baybay High School	High School	1968	1972		1972	Class Prophet
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	University of San carlos	Bachelor of science in Commerce	1972	1976		1976	N/A
GRADUATE STUDIES	University of San Carlos	Master in Business Administration (CAR)	1984	1986		1986	N/A
	Asian Development Foundation College	Master in Management	1996	1999		1999	N/A
	University of San Jose Recoletos	Doctor in Management	1999	2002		2002	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 3, 2017
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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 Prof (Local)	78.87%	11/20/1977	Tacloban City		
Career	71.66%	6/18/1978	Tacloban City		

(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 "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2017	Present	Chief Administrative Officer	Visayas State University	70,832.00			
1/1/2016	12/31/2016	Chief Administrative Officer	Visayas State University	61,679.00			
10/1/2015	12/31/2015	Chief Administrative Officer	Visayas State University	53,709.00			
10/1/2012	9/30/2015	Chief Administrative Officer	Visayas State University	53,125.00			
6/1/2012	9/30/2012	Chief Administrative Officer	Visayas State University	52,547.00			
6/1/2011	5/31/2012	Chief Administrative Officer	Visayas State University	46,537.00			
6/24/2010	5/31/2011	Chief Administrative Officer	Visayas State University	40,526.00			
10/1/2009	6/23/2010	Chief Administrative Officer	Visayas State University	34,516.00			
7/1/2009	9/30/2009	Chief Administrative Officer	Visayas State University	33,853.00			
7/1/2008	6/30/2009	Chief Administrative Officer	Visayas State University	27,812.00			
7/1/2007	6/30/2008	Chief Administrative Officer	Visayas State University	25,284.00			
10/1/2006	6/30/2007	Chief Administrative Officer	Leyte State Unioversity	22,985.00			
12/1/2004	9/30/2006	Chief Administrative Officer	Leyte State Unioversity	22,423.00			
10/1/2003	11/30/2004	Administrative Officer V	Leyte State Unioversity	22,423.00			
7/1/2001	9/30/2003	Administrative Officer V	Visayas State College of Agriculture	21,877.00			
10/1/2000	6/30/2001	Administrative Officer V	Visayas State College of Agriculture	20,835.00			
1/1/2000	9/30/2000	Administrative Officer V	Visayas State College of Agriculture	20,327.00			
11/1/1997	12/31/1999	Administrative Officer V	Visayas State College of Agriculture	18,479.00			
10/1/1997	10/31/1997	Administrative Officer V	Visayas State College of Agriculture	16,137.00			
1/1/1997	9/30/1997	Administrative Officer V	Visayas State College of Agriculture	15,861.00			
1/1/1996	12/31/1996	Administrative Officer V	Visayas State College of Agriculture	13,718.00			
1/1/1995	12/31/1995	Administrative Officer V	Visayas State College of Agriculture	11,835.00			
10/1/1994	12/31/1994	Administrative Officer V	Visayas State College of Agriculture	10,835.00			
1/1/1994	9/30/1994	Clerk IV	Visayas State College of Agriculture	3,607.00			
1/1/1990	12/31/1993	Clerk IV	Visayas State College of Agriculture	2,807.00			
7/1/1989	12/31/1989	Clerk IV	Visayas State College of Agriculture	2,752.00			
1/1/1988	6/30/1989	Supervising Clerk I	Visayas State College of Agriculture	1,457.33			
3/1/1987	12/31/1987	Supervising Clerk I	Visayas State College of Agriculture	1,258.13			
7/1/1986	2/28/1987	Supervising Clerk I	Visayas State College of Agriculture	1,152.00			
1/1/1985	6/30/1986	Supervising Clerk I	Visayas State College of Agriculture	1,043.00			
5/1/1984	12/31/1984	Supervising Clerk I	Visayas State College of Agriculture	944.00			
7/1/1983	4/30/1984	Supervising Clerk I	Visayas State College of Agriculture	855.00			
2/1/1983	6/30/1983	Supervising Clerk I	Visayas State College of Agriculture	813.00			
8/1/1981	1/31/1983	Budget Examiner I	Visayas State College of Agriculture	813.00			
3/1/1981	7/31/1981	Clerk II	Visayas State College of Agriculture	774.00			
3/1/1980	2/28/1981	Clerk II	Visayas State College of Agriculture	666.00			
10/1/1979	2/29/1980	Clerk I	Visayas State College of Agriculture	603.00			
5/1/1979	9/30/1979	Clerk I	Visayas State College of Agriculture	603.00			
10/1/1978	4/30/1979	Clerk I	Visayas State College of Agriculture	494.00			
10/1/1978		Clerk I	Visayas State College of Agriculture	445.00			
11/1/1977	9/30/1978	Clerk Typist	Visayas State College of Agriculture	1.58			
10/1/1977	10/31/1977	Personnel Aide I	Visayas State College of Agriculture	546.00			
6/1/1977	9/30/1977	Personnel Aide I	Visayas State College of Agriculture	497.00			
11/1/1976	5/31/1977	Personnel Aide I	Visayas State College of Agriculture	454.00			
4/20/1976	10/31/1976	Clerk Typist	Visayas State College of Agriculture	1.00			

For 3 have


VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / NON-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		
	VSU Credit Cooperative	6/10/2005	present		Accountant

(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)

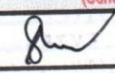
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Orientation on On-line Assessment Prime HRM	3/20/2017				Civil Service Commission Regiona 8
	Orientation on the Guidelines for the Grant of FY 2017 Performance Base Bunos	3/17/2017		3		AO25 Inter-Agency Task Force (IATF)
	Seminar Workshop on 5S and Record Management	2/17/2017	2/17/2017	8		Visayas State University
	Office under OVPAF Strategic Planning	2/15/2017	2/16/2017	16		Visayas State University
	ISO Training for Heads & Directors	1/3/2017	1/24/2017	16		Visayas State University
	CSC Capability Building	11/21/2016	11/22/2016	16		Civil Service Commission Central Office
	Workshop for AACUP Institutional Accreditation (2nd round)	5/10/2016	5/12/2016	24		Visayas State University
	Writeshop in Making Institutional Portfolio for Accreditation	8/30/2016	8/31/2016	16		Visayas State University
	29th AACUP Annual National Conference	02/17/2016	02/19/2016	24		AACUP Maiale, Manila
	K to 12 Transition Seminar Workshop 2015	11/03/2015		8		CHED K TO 12 Transition Program, Cebu
	Land Use Plan Preparation for State Universities and Colleges	10/22/2015	10/23/2015	16		CHED in cooperation with the Housing and Land Use Regulatory Board, Quezon City
	Human Resource Journal: 2015 5th Visayas Congress of Human Resource Management Practitioners	08/12/2015	08/13/2015	16		CSC Region 6, 7 & 8, Tagbilaran City
	ISO 9001:2008 Quality Management System Internal Audit Course	6/18/2015	6/19/2015	16		SGS Academy, Makati, Manila
	1st Joint National Training and Conference National Federation of Administrative Personnel of State Colleges and Universities and the Philippine Association of Board Secretaries of SUCS	11/24/2014	11/26/2014	24		Philippine Association of State Universities and Colleges
	ISO 9001: 2008 Quality Management Systems Documentation Course	11/20/2014	11/21/2014	16		SGS Academy
	4th Visayas HR Congress of Human Resource Management Practitioners "Unleashing HR Talents in the Public Sector For Asean Integration"	11/05/2014	11/07/2014	18		CSC, Region 6, 7 & 8
	Focus Group Discussion for the CSC Performance Governance System Impact Assessment	09/26/2014		8		CSC Office of the Assistant Commissioners Assistant Commissioner for Special Concerns Office for Strategy Management
	National Training/Workshop on Staffing Standards for SUCs	05/28/2014	05/30/2014	24		Philippine Association of State Universities and Colleges
	Flagship Course on Administrative Service Excellence For Middle-Level Managers (Directors) of State Universities and Colleges of the Executive Development Program for State Universities and Colleges.	12/9/13	12/13/13	40		Graduate School of Public and Development
	2014 HR Symposium on "Gearing Toward ASEAN Integration Through Strategic HR"	04/24/14	04/25/14	16		Ccivil Service Commission
	Focus Group Discussion (FGD) with Accredited Agencies: Strategy Formulation under PRIME-HRM	11/12/2012		8		CSC Region VIII
	4th Eastern Visayas Regional Congress of Bilis Aksyon Partners	10/10/2012	10/11/2012	16		CSC Region VIII
	Seminar-Workshop on Crafting Strategic Performance Management System & Human Resource Plan (SWOC SPMS & HRP)	08/28/2012	08/29/2012	16		CSC Region 8
	Workshop on Cascading of Agency Performance Targets	08/13/2012	08/14/2012	16		VSU, Baybay, Leyte
	Refresher/Advanced Course for Court-Annexed	07/11/12	07/12/12	16		Philippine Judicial Academy & the Philippine
	3rd Eastern Visayas Regional Congress of Human Resource Management Practioners	6/14/2012	06/15/2012	16		CSC Region 8, Palo, Leyte
	Orientation Workshop on GMIS Web-Based Application System	3/19/2012	03/20/2012	16		DBM & PASUC, Manila
	1st Quarter General Assembly & Continuing Leadership Seminar with the theme: "REAL, Inc. Leading the Way Towards Achieving P Noy's 5 Priority Areas	2/6/2012		8		Region Eight Administrators League (REAL) Inc, Palo, Leyte
	1st Qquarter General Assembly, Continuing Leadership Seminar and Induction	2/2/2012		8		Region Eight Administrators League (REAL) Inc, Palo, Leyte

(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)
	Mediation skills & writing		Outsding Non-academic Performance Award (Supervisory level)		President, Council of Personnel Officers of Western Leyte, Inc.
	Operationalization of strategic Performance Management System		Plaque of Recognition given during the Anniversary Celebration of the VSU Tolosa Campus on September 11, 2009		Member, Board of Director, Eastern Visayas Regional Council of Human Resource Management Officers
	Facilitation strategic Planning & Team Building		Leadership Award Given by the Council of Personnel Officers of Western Leyte, inc		
	ISO Tutorial				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 3, 2018
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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

If YES, give details:

☐ 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

If YES, give details:

☐ 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.
BACUSMO, Jose I.	Visayas State University	9173108076
PASCUAL, Nerelito P.	Visayas State University	563-7191
GUARTE, Roberto C.	Visayas State University	9173108078

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.

LOURDES B. CANO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: GSIS ID

ID/License/Passport No.: CRN-000-6109-1228-7

Date/Place of Issuance:

Signature (Sign inside the box)

may 3, 2017

Date Accomplished

SUBSCRIBED AND SWORN to before me this MAY 03 2017, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

NOTARY PUBLIC

UNTIL DECEMBER 31, 2017

Person Administering Oath

PTR 019 5869 - BAYBAY/LEYTE - 11/12/17

IBP 1030824 - TAGLOBAN CITY - 12/19/16

MCLE COMP. NO. V-0009580-07/20/15

ROLL OF ATTORNEYS NO. 57467

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