

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	PATONONA		
FIRST NAME	CONSTANCIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	RALLOS		
3. DATE OF BIRTH (mm/dd/yyyy)	8/26/1958	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	PANGASUGAN, BAYBAY CITY	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
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:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.73 M.		House/Block/Lot No. Street
8. WEIGHT (kg)	67 KG.		PANGASUGAN
9. BLOOD TYPE	AB		Subdivision/Village Barangay
10. GSIS ID NO.	006010263417		BABAY CITY LEYTE
11. PAG-IBIG ID NO.	1700-0028-3634		City/Municipality Province
12. PHILHEALTH NO.	13-000015568-4		6521
13. SSS NO.	N/A	18. PERMANENT ADDRESS	
14. TIN NO.	116-626-211		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	20-185		PANGASUGAN
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
			6512
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09214040977
		21. E-MAIL ADDRESS (if any)	N/A

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PATONONA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	VERONICA	NAME EXTENSION (JR., SR)	WILLIAM M. PATONONA	1/1/1980
MIDDLE NAME	MARANGUIT		REX M. PATONONA	8/5/1981
OCCUPATION	N/A		DINDO M. PATONONA	7/27/1985
EMPLOYER/BUSINESS NAME	N/A		JOAN M. PATONONA	12/14/1997
BUSINESS ADDRESS	N/A	NOTHING FOLLOWS....		
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME				
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME				
(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	PANGASUGAN ELEMENTARY SCHOOL	NONE	1964 1970		N/A	
SECONDARY	NOTHING FOLLOWS...					
VOCATIONAL / TRADE COURSE						
COLLEGE						
GRADUATE STUDIES						

(Continue on separate sheet if necessary)

SIGNATURE	C. Patonona	DATE	July 15, 2019
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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	LICENSE (if applicable)	
				NUMBER	Date of Validity
			N/A		
			N/A		
			N/A		
			N/A		
			N/A		
			N/A		
			N/A		
			N/A		

(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.

[illegible]

SIGNATURE	C. P. Palomares	DATE	7/15/2019
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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
					N/A
					N/A
					N/A
					N/A
					N/A
					N/A
					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			
	Forum on Inclusive Disaste Risk-Reduction with the theme: The Role of Libraries and LGUs in Desaster Preparedness and Information Dissemination	3/17/2014	3/17/2014	8.0	TECHNICAL	HIROSHI KAWAMURA
	Gender Semsitivity Training for the Administrative and Support Staff	9/11/2018	9/11/2018	8.0	FRONTLINE	Visayas State University-Baybay
	RFID Library System Start-Up Training	5/3/2018	5/3/2018		FRONTLINE	Visayas State University-Baybay

NOTHING FOLLOWS...

(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)
	Plowing		N/A		N/A
	Gardening		N/A		N/A

NOTHING FOLLOWS...

(Continue on separate sheet if necessary)

SIGNATURE	DATE
C. Patonon	7/15/2019

<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 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</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: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>ADRELI D. PARDALES, Chief Librarian</td><td>VSU LIBRARY VISCA BAYBAY CITY, LEYTE</td><td></td></tr><tr><td>DEXTER MAGAN, Brgy. Captain</td><td>PANGASUGAN, BAYBAY CITY, LEYTE</td><td></td></tr><tr><td>JOVELYN H. MABUAN</td><td>HIGH SCHOOL LIBRARY, VSU</td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ADRELI D. PARDALES, Chief Librarian	VSU LIBRARY VISCA BAYBAY CITY, LEYTE		DEXTER MAGAN, Brgy. Captain	PANGASUGAN, BAYBAY CITY, LEYTE		JOVELYN H. MABUAN	HIGH SCHOOL LIBRARY, VSU	
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<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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: VSU</p> <p>ID/License/Passport No.: V000396</p> <p>Date/Place of Issuance: _____</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"><p>Signature (Sign inside the box)</p><p>7/1152019</p></div> <div style="border: 1px solid black; padding: 5px; text-align: center;"><p>Right Thumbmark</p></div>												
<p>SUBSCRIBED AND SWORN to before me this <u>17 JUL 2019</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"><p>ATTY. RYSAN C. GUINOCOR</p><p>VSU LEGAL OFFICER</p><p>Person Administering Oath</p></div>													