

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	ESTUPA		
FIRST NAME	DIONESIO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	INTINO		
3. DATE OF BIRTH (mm/dd/yyyy)	24/03/1976	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	BALUGO, ALBUERA, LEYTE	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)	5'2"	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BALUGO
8. WEIGHT (kg)	58 KG		Subdivision/Village Barangay ALBUERA LEYTE
9. BLOOD TYPE	A+		City/Municipality Province 6542
10. GSIS ID NO.	021-1515-9634-9		
11. PAG-IBIG ID NO.	1211-4789-6065	18. PERMANENT ADDRESS	House/Block/Lot No. Street BALUGO
12. PHILHEALTH NO.	13-025096869-9		Subdivision/Village Barangay ALBUERA LEYTE
13. SSS NO.	3371572235		City/Municipality Province 6542
14. TIN NO.	211-176-303		
15. AGENCY EMPLOYEE NO.	V-00865	19. TELEPHONE NO.	053-563-7068
		20. MOBILE NO.	09651340811
		21. E-MAIL ADDRESS (if any)	dionestupa@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ESTUPA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LUCENA	NAME EXTENSION (JR., SR)	TRISHIA MAE P. ESTUPA	25/04/2006
MIDDLE NAME	PILAPIL		BRADLEY TAKESHI P. ESTUPA	01/09/2010
OCCUPATION	HOUSE WIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ESTUPA			
FIRST NAME	SAMUEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME	ENTINO			
SURNAME	ESTUPA			
FIRST NAME	MARGARITA			
MIDDLE NAME	MESPIROS		(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	Balugo Elem. School	Elementray	June 1983	April 1988		1988	Diploma
SECONDARY	Balugo, Natl. High School	Secondary	June 1988	April 1992		1992	Diploma
VOCATIONAL / TRADE COURSE	ManPower Ormoc City	Consumer Electronics	2008	2009		2009	Certificate
COLLEGE	SYSTEM TECHNOLOGY INSTITUTE (STI)	Computer Technician	08/06/1998	07/04/2000		2000	Diploma
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 21, 2020
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**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.







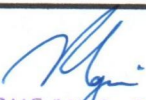
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<b>SIGNATURE</b>		<b>DATE</b>	May 21, 2020
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	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					
(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			
	Mikrotik Certified Academy Trainer's (MTCAT)	30/07/2019	04/08/2019	48 hrs.		EVSU Tanauan Campus
	Networking Essentials	14/10/2019	18/10/2019	40 hrs.		Dept. of Information & Communications Tech.(DICT)
	Computer & Internet Literacy Course	12/19/2016	12/21/2016	24 hrs.		DCST VSU
	BASIC COMPUTER AND INTERNET LITERACY COURSE	12/02/2008	12/06/2008	40 hrs..		DCST VSU / DepED
	Web Development Training	02/21/2012	02/25/2012	40 hrs.		DCST VSU
	Training of Electronic Spreadsheet as a Tool for Class Record Management	06/23/2007	02/30/2007	16 hrs.		DCST VSU
	Training on Office Productivity Tools	05/07/2007	05/11/2007	40 hrs.		DCST VSU
	QGIS Training-Workshop	06/06/2016	06/08/2016	24 hrs.		DCST VSU
	ICT SKILLS TRAINING	07/08/2011	07/09/2011	16 hrs.		DCST VSU
	iSchools Project Closeout Workshop	12/08/2011	12/10/2011	24 hrs.		DCST VSU /ICTO-DOST
	Sustainability Planning Workshop (SPW)	12/13/2010	12/15/2010	24 hrs.		DCST VSU
	Online Learning Management for LAM Courses Using MOODLE Training Design	02/05/2013	03/05/2013	16 hrs.		DCST VSU
	Map Sharing system Using FOSS and OGC Standard-II	08/02/2016	12/02/2016	40 hrs.		DCST VSU
	Consumer Electronics NCII			657 hrs.		OCTMTRC Ormoc City
	Management System for the College of Engr. Website & Online Class Using Moodle	03/05/2016	05/05/2016	24 hrs.		DCST VSU
(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)		
Repair, assemble, and troubleshoot printers and computer system units; Linux Ubuntu Server installation, maintenance and network administration; skillful in using Office application; back-up and data recovery using 3rd party software		N/A		N/A		
		N/A		N/A		
		N/A		N/A		
		N/A		N/A		
		N/A		N/A		
		N/A		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	May 21, 2020	



<p>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,</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 items:</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: 33%;">NAME</th><th style="width: 33%;">ADDRESS</th><th style="width: 33%;">TEL. NO.</th></tr></thead><tbody><tr><td>Prof. Winston M. Tabada</td><td>VSU Visca Baybay City</td><td>053-335-2120</td></tr><tr><td>Mr. Rafael Vergara Jr.</td><td>VSU Visca Baybay City</td><td>053-563-7068</td></tr><tr><td>Magdalene C. Unajan</td><td>VSU Visca Baybay City</td><td>053-563-7068</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Prof. Winston M. Tabada	VSU Visca Baybay City	053-335-2120	Mr. Rafael Vergara Jr.	VSU Visca Baybay City	053-563-7068	Magdalene C. Unajan	VSU Visca Baybay City	053-563-7068
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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>													
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td style="padding: 2px;">Government Issued ID: VSU ID Voo868</td></tr><tr><td style="padding: 2px;">ID/License/Passport No.:</td></tr><tr><td style="padding: 2px;">Date/Place of Issuance: Jan. 2015 VSU Visca Baybay 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: VSU ID Voo868	ID/License/Passport No.:	Date/Place of Issuance: Jan. 2015 VSU Visca Baybay City	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 60px; text-align: center; vertical-align: middle;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)	Date Accomplished				
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	Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this <u>14 JUL 2020</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> <b>ATTY. RYSAN C. GUINOCOR</b> VSU LEGAL OFFICER Person Administering Oath</div>													



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: January 1, 2015 - Present
- Position: Computer Technician
- Name of Office/Unit: Department of Computer Science and Technology
- Immediate Supervisor: Prof. WINSTON M. TABADA
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Configuration and Installed the Linux Server Operating System at the DCST Server Room
- Summary of Actual Duties
  - Responsible for the maintenance and repair of all laboratory equipment at the DCST computer laboratory.
  - Assist the instructors and students during the laboratory classes.
  - Assist the needs of the students at the department.
  - Assist the participants during schedule ICT training and seminars.

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**DIONESIO I. ESTUPA**

(Signature over Printed Name  
of Employee/Applicant)

Date: 05/21/2020