

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	OLLERAS		
FIRST NAME	EUSEBIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DAVIS		
3. DATE OF BIRTH (mm/dd/yyyy)	9/21/1959	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Mahaplag, 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"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Mirambel Homes Gabas Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.6	ZIP CODE	6521
8. WEIGHT (kg)	67		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Mirambel Homes Gabas Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	B59SMED0011	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0025-6768		
12. PHILHEALTH NO.	13-000014239-6	19. TELEPHONE NO.	N/A
13. SSS NO.		20. MOBILE NO.	0915 809 9785
14. TIN NO.	116-625-996	21. E-MAIL ADDRESS (if any)	eolleras@yahoo.com
15. AGENCY EMPLOYEE NO.	2001714433		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	Cristino	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Vilma	Daisy Bell C. Olleras	11/7/1982
MIDDLE NAME	Danzalan	Honey Fe C. Olleras	2/5/1985
OCCUPATION	Government Employee	Jonas Richie C. Olleras	03/23/1987
EMPLOYER/BUSINESS NAME	Visayas State University		
BUSINESS ADDRESS	Baybay City		
TELEPHONE NO.	053-563-7428		
24. FATHER'S SURNAME	Olleras		
FIRST NAME	Marcelo		
MIDDLE NAME	Aboyme		
25. MOTHER'S MAIDEN NAME			
SURNAME	Davis		
FIRST NAME	Candelaria		
MIDDLE NAME	Basilisco		

(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	HILUSIG ELEM SCHOOL	BASIC EDUCATION	1967	1973		1973	Valedictorian
SECONDARY	Visayas State College of Agriculture	BASIC EDUCATION	1973	1977		1977	2nd Honor
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	Visayas State College of Agriculture	B.S.In Agribusiness	1977	1981		1981	Cocofed Scholar
GRADUATE STUDIES	Visayas State College of Agriculture	Masters of Education (M.Ed)	1986	2001	33 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	25-April 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 PROFESSIONAL	70.57	Dec 06, 1981	Tacloban City		
DRIVER'S LICENCE-NONPRO			Ormoc City	H02-89-023882	09/21/17

(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 *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To							
11/1/2017	present	Registrar III	VISAYASE STATE UNIVSERSITY		428,316.00	18-1	Permanent	Yes
06/01/2014	present	Registrar II	VISAYASE STATE UNIVSERSITY		298,644.00	15-1	Permanent	Yes
06/01/2012	present	Registrar I	VISAYASE STATE UNIVSERSITY		205,188.00	11-2	Permanent	Yes
06/24/2010	05/30/2012	Registrar I	VISAYASE STATE UNIVSERSITY		158,904.00	11-1	Permanent	Yes
07/01/2009	08/31/2009	Educ Res AssistantI	VISAYASE STATE UNIVSERSITY		158,904.00	09-4	Permanent	Yes
07/01/2008	06/30/2008	Educ Res AssistantI	VISAYASE STATE UNIVSERSITY		145,716.00	09-4	Permanent	Yes
10/01/2007	06/30/2008	Educ Res Assistant I	VISAYASE STATE UNIVSERSITY		132,468.00	09-4	Permanent	Yes
07/01/2007	09/30/2007	Educ Res AssistantI	VISAYASE STATE UNIVSERSITY		129,228.00	09-3	Permanent	Yes
10/01/2004	06/30/2007	Educ Res Assistant I	VISAYASE STATE UNIVSERSITY		117,480.00	09-3	Permanent	Yes
10/01/2001	09/30/2004	Educ Res Assistant I	LEYTE STATE UNIVSERSITY		114,612.00	09-2	Permanent	Yes
07/01/2001	09/30/2001	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		111,816.00	None	Permanent	Yes
01/01/2001	06/30/2001	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		106,488.00	None	Permanent	Yes
10/01/1998	12/31/1999	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		96,804.00	None	Permanent	Yes
11/01/1997	09/30/1998	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		368.68/day	None	Casual	Yes
07/01/1997	10/30/1997	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		313.68/day	None	Casual	Yes
01/01/1997	06/30/1997	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		313.68/day	None	Casual	Yes
01/01/1995	12/31/1995	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		214.41/day	None	Casual	Yes
01/01/1994	12/31/1994	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		168.95/day	None	Casual	Yes
01/01/1993	12/31/1993	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		132.59/day	None	Casual	Yes
01/01/1994	12/31/1994	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		168.95/day	None	Casual	Yes
01/01/1993	12/31/1993	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		132.59/day	None	Casual	Yes
01/01/1992	12/31/1992	Educ Res Assistant I	VISAYAS STATE COLL. OF AGRIC.		132.59/day	None	Casual	Yes
05/16/1991	12/31/1991	Sch. Credits Evaluator	VISAYAS STATE COLL. OF AGRIC.		150.40/day	None	Casual	Yes
02/01/1991	04/30/1991	Sci. Res. Assistant I	VISAYAS STATE COLL. OF AGRIC.		3,500.00	None	Contractual	Yes
11/16/1990	01/31/1991	Sci. Res. Assistant I	VISAYAS STATE COLL. OF AGRIC.		132/day	None	Casual	Yes
01/01/1988	04/30/1988	Sch. Credits Evaluator	VISAYAS STATE COLL. OF AGRIC.		21,328.00	None	Permanent	Yes
03/03/1987	12/31/1987	Sch. Credits Evaluator	VISAYAS STATE COLL. OF AGRIC.		19,389.00	None	Permanent	Yes
07/01/1986	02/28/1987	Sch. Credits Evaluator	VISAYAS STATE COLL. OF AGRIC.		16,860.00	None	Permanent	Yes
01/01/1985	06/30/1996	Sch. Credits Evaluator	VISAYAS STATE COLL. OF AGRIC.		13,824.00	None	Permanent	Yes
11/01/1984	12/31/1984	Sch. Credits Evaluator	VISAYAS STATE COLL. OF AGRIC.		12,516.00	None	Permanent	Yes
05/01/1984	10/31/1984	Sch. Credits Evaluator	VISAYAS STATE COLL. OF AGRIC.		12,516.00		Temporary	Yes
07/01/1983	04/30/1984	Sch. Credits Evaluator	VISAYAS STATE COLL. OF AGRIC.		11,328.00		Temporary	Yes
11/01/1982	06/30/1983	Sch. Credits Evaluator	VISAYAS STATE COLL. OF AGRIC.		10,776.00		Temporary	Yes
02/17/1982	10/31/1982	Clerk	VISAYAS STATE COLL. OF AGRIC.		16/day		Casual	Yes

SIGNATURE



DATE

25, April 2017

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	LSU-Administrative Personnel Association (LSU-AdPA)	June 2014	to present	on-going	BOD-Membership Incharge
	Holy Spirit Parish Pastoral Council / Diocese of Maasin	May 2014	to present	on-going	Parish Secretary
	Holy Spirit Parish Pastoral Council / Diocese of Maasin	May 11/2014	May 13/2014	24	Establishment of Parish Social Action Center
	VSU Credit Cooperative, VSU, Baybay City, Leyte	January 2, 2009	to present	on-going	Member, Management Committee / Community Out-reach Program Incharge
	Parish Pastoral Council for Responsible Voting (PPCRV)	April 11 / 2007	May 7 / 2007	22	Service Commission Secretary & Pol Ed incharge
	The Knights of Columbus of VSU and Baybay Councils	Feb 17 / 2007	to present	on-going	2 terms Grand Knight / President, currently the Warden or Sgt. at Arms

(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)

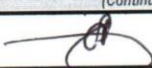
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Enhancement Seminar-Workshop on ISO Internal Quality Audit	March 2, 2017	March 3, 2017	16.0		VSU-HRMDO, 2nd Ff CCE, VSU , Baybay , Leyte
	ISO Internal Quality Audit Training	Jan 23, 2017	Jan 25, 2017	24.0		AJA Registrars Inc/VSU, 2nd Ff CCE, VSU, Baybay, Leyte
	HIV in the Workplace Seminar	Dec 9, 2016		8.0		1st Ff CCE, VSU Hospital (Sponsor)
	Data Appreciation Seminar	Oct 10, 2016		4.0		1st Ff CCE, VSU Coll of Arts & Sciences (Sponsor)
	GAD Reorientation for Front Liners, Office Heads & Center Directors	Sept 16, 2016		4.0		ISRDS, Visayas State University, Baybay City, Leyte
	Orientation Seminar on ISO Certification	May 27, 2016		8.0		Quality Assurance Center (QAC), VSU, Baybay City, Leyte
	AACUP Institutional Accreditation Workshop	May 10, 2016	May 12, 2016	24.0		Quality Assurance Center (QAC), VSU, Baybay City, Leyte
	Follow up Workshop on CHED-Institutional Sustainability Assessment (ISA)	Feb 6, 2015		8.0		Quality Assurance Center (QAC), VSU, Baybay City, Leyte
	Orientation Workshop on Self Evaluation Document (SED) Preparation	Sept 23, 2014		8.0		Quality Assurance Center (QAC), VSU, Baybay City, Leyte
	ANTI-REDAPE AND CSC RULES ON CASH ADVANCES	09/24/2012		4.0		CSC Reg 8(Dr. Michael dela Cruz) & VSU
	Workshop on Cascading Agency Performance Targets	8/13/2012	08/14/2012	16.0		Visayas State University Main Campus
	Seminar Workshop & 5th Natl Convention of State School Registrars	02/17/2010	02/19/2010	24.0		Natl Asso of Regs of State University & Colleges (NARSUC)
	Orientation Workshop on Natl Scholarship Qualifying Exams (NSQE)	01/20/2006		8.0		CHED REG 8
	FRONTLINE SERVICES MANAGEMENT SEMINAR	06/28/2004	06/29/2004	24.0		CSC REG 8 & VSU
	SEMINAR-WORKSHOP ON STUDENT DISCIPLINE	02/02/1999	02/04/1999	16.0		VSU (OSA)
	REORIENTATION ON CSC LAW AND RULES	01/07/1999		8.0		VSU (HRMDO)
	VALUES ORIENTATION WORKSHOP (VOW)	09/01/1998	09/03/1998	24.0		CIVIL SERVICE COMMISSION & VISCA
	NATIONAL TRAINING PROGRAM FOR REGISTRAR AND STAFF OF SUCS	10/23/1995	10/23/1995	24.0		PHIL ASSO OF STATE UNIVERSITY REGISTRAR
	SYMPOSIUM SEMINAR ON UPDATED ROLES OF	09/06/1986	09/06/1986	8.0		PHIL ASSO OF STATE UNIVERSITY REGISTRAR

(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)
	DRIVING & TROUBLESHOOTING		KNIGHT OF THE MONTH from the Knight of Columbus, November , 2015		Diocese of Maasin Basic Ecclesiastical Church Cooperative(DOM-BEC Coop)
	MS WORD PROCESSING & MS EXCEL				LSU Administrative Personnel Association (LSU-AdPA)
	SINGING / DANCING / GUITAR PLAYING		KEEPER OF SERVICE AWARD from USSO VSU- March 3,2009		VSU CREDIT COOPERATIVE
	GARDENING				KNIGHTS OF COLUMBUS
	GROUP DYNAMICS / EMCEE		DISTINGUISHED KNIGHT AWARD (Knight of Columbus, Oct 2,2004)		Diocese of Maasin Basic Ecclesiastical Church Cooperative(DOM-BEC Coop)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	25, April 2017
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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.
ELIEZER L. VELASCO	VSU-VISCA, BAYBAY, LEYTE	563-7428
NERELITO P. PASCUAL	VSU-VISCA, BAYBAY, LEYTE	335-4073
EUTQUIO E. SUDARIA	VSU-VISCA, BAYBAY, LEYTE	09173065331

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: V000372

ID/License/Passport No.: _____

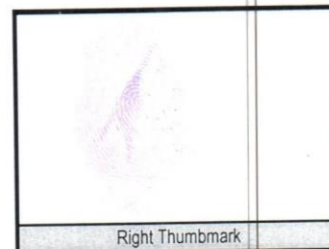
Date/Place of Issuance: January 2, 2010, VSU,,Baybay City



Signature (Sign inside the box)
April 25, 2017
Date Accomplished



PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 25 2017, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA C. GUINOCOR

NOTARY PUBLIC
UNTIL DECEMBER 31, 2017
Person Administering Oath

PTR 0195859 - BAYBAY, LEYTE - 11/27/17
IBP 1030824 - TACLOBAN CITY - 12/19/16
MCLE COMP. NO. V-0002520-07/20/15
ROLL OF ATTORNEYS NO. 57467