

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	DURAN		
FIRST NAME	GILDA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DELECTOR		
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1955	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	PALO, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	IH ROOM 3 House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.65	ZIP CODE	6521-A
8. WEIGHT (kg)	60		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	MONTEJO EXTENSION House/Block/Lot No. Street ARADO Subdivision/Village Barangay PALO LEYTE City/Municipality Province
10. GSIS ID NO.	5512702864	ZIP CODE	6501
11. PAG-IBIG ID NO.	1700-0024-8252		
12. PHILHEALTH NO.	13-000015035-6		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	116-624-120	20. MOBILE NO.	09751374742
15. AGENCY EMPLOYEE NO.	V000187	21. E-MAIL ADDRESS (if any)	gildaduran@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DURAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PLUTARCO	NAME EXTENSION (JR., SR)	NICOLE ANN MARIE DELECTOR DURAN	10/1/1990
MIDDLE NAME	CAIMAN			
OCCUPATION	LABORER			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VSU, Visca, BAYBAY CITY, LEYTE			
TELEPHONE NO.	053-563-7739			
24. FATHER'S SURNAME	DELECTOR			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DUMAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	MURILLO			
FIRST NAME	BENIGNA			
MIDDLE NAME	MILITANTE			

(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	PALO CENTRAL SCHOOL	Primary Education	6/10/1962	4/2/1968	graduated	1968	none
SECONDARY	ST. MARY'S OF PALO	High School	6/15/1968	3/28/1972	graduated	1972	none
VOCATIONAL / TRADE COURSE	n/a						
COLLEGE	HOLY INFANT COLLEGE	Diploma in Secretarial Science	6/13/1974	10/15/1977	graduated	1977	none
GRADUATE STUDIES	n/a						

(Continue on separate sheet if necessary)

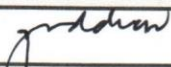
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IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Career Service Sub-Professional	79.4	12/7/1980	Tacloban City	n/a	6/30/1981
Career Service Professional	75.2	8/3/1986	Cebu City	n/a	2/3/1987

(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						
2/1/2017	PRESENT	Adm. Aide IV	VISAYAS STATE UNIVERSITY	P148,452.00	04-3	Permanent	Yes
1/1/2017	1/31/2017	Adm. Aide IV	VISAYAS STATE UNIVERSITY	P147,144.00	04	Permanent	Yes
1/1/2016	12/31/2016	Adm. Aide IV	VISAYAS STATE UNIVERSITY	P141,204.00	04	Permanent	Yes
2/1/2014	12/31/2015	Adm. Aide IV	VISAYAS STATE UNIVERSITY	P135,504.00	04	Permanent	Yes
6/1/2012	1/31/2014	Adm. Aide IV	VISAYAS STATE UNIVERSITY	P124,296.00	04	Permanent	Yes
2/1/2011	5/31/2011	Adm. Aide IV	VISAYAS STATE UNIVERSITY	P114,432.00	04	Permanent	Yes
10/1/2010	1/31/2011	Adm. Aide III	VISAYAS STATE UNIVERSITY	P113,316.00	03	Permanent	Yes
6/24/2010	9/30/2010	Adm. Aide III	VISAYAS STATE UNIVERSITY	P111,504.00	03	Permanent	Yes
7/1/2009	6/23/2010	Adm. Aide III	VISAYAS STATE UNIVERSITY	P102,960.00	03	Permanent	Yes
7/1/2008	6/30/2009	Adm. Aide III	VISAYAS STATE UNIVERSITY	94416.00	03	Permanent	Yes
10/1/2007	6/30/2008	Adm. Aide III	VISAYAS STATE UNIVERSITY	85836.00	03	Permanent	Yes
7/1/2007	9/30/2007	Adm. Aide III	VISAYAS STATE UNIVERSITY	83724.00	03	Permanent	Yes
12/1/2004	6/30/2007	Addm. Aide III	LEYTE STATE UNIVERSITY	76116.00	03	Permanent	Yes
10/1/2004	11/30/2004	Clerk I	LEYTE STATE UNIVERSITY	76116.00	03	Permanent	Yes
10/1/2001	9/30/2004	Clerk I	LEYTE STATE UNIVERSITY	74268.00	03	Permanent	Yes
7/1/2001	9/30/2001	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	72468.00	03	Permanent	Yes
1/1/2000	6/30/2001	Clerk I	VISAYAS STATE MCOLLEGE OF AGRICULTURE	69012.00	03	Permanent	Yes
10/1/1998	12/31/1999	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	62736.00	03	Permanent	Yes
1/1/1997	09/30/1008	Clerk I	VISAYAS STATE NCOLLEGE OF AGRICULTURE	237.64		Casual	Yes
1/1/1996	12/31/1996	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	225.27		Casual	Yes
1/1/1995	12/31/1996	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	179.82		Casual	Yes
1/1/1994	21/31/1994	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	134.36		casual	Yes
1/1/1993	12/31/1993	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00		Casual	Yes
1/1/1992	12/31/1992	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00		Casual	Yes
1/1/1991	12/31/1991	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00		Casual	Yes
7/1/1989	12/31/1990	Clerk I	VISAYAS STATE COLLEGE OF AGRICULTURE	98.00		Casual	Yes
12/14/1987	6/30/1989	Clerk	VISAYAS STATE COLLEGE OF AGRICULTURE	34.50		Casual	Yes
8/16/1982	6/30/1986	Clerk	VISAYAS STATE COLLEGE OF AGRICULTURE	16.00		Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct 2, 2018
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / 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

(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			
	HIV in the Workplace Seminar	12/9/132016		8.0		VSU Hospital, Visayas State University
	Gender and Development Reorientation for Frontliners, Department Heads and Center Directors of VSU	9/16/2016		8.0		Visayas State University
	Procurement Act Orientation	9/9/2016		8.0		Visayas State University
	ISO 9001-2008 Orientation & Writeshop Among Clerks & Secretaries	9/21/2015	10/6/2015	16.0		Visayas State University
	ISO 9001-2008 Orientation & Writeshop Among Faculty & Staff	9/15/2015		8.0		Visayas State University
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	1/14/2013		4.0		Visayas State University
	Forum on Anti-Red Tape Law & CSC Policy on Cash Advances	9/24/2012		8.0		Visayas State University
	Seminar on Fire Prevention	9/21/2012		8.0		Visayas State University
	Personality Development Seminar for Frontliners	9/20/2012		8.0		Visayas State university
	Reorientation Seminar of Frontliners	7/7/2011		8.0		Visayas State university
	Seminar on Personality Development for Administrative Personnel	9/20/2011		8.0		Visayas State university
	Seminar Workshop on Preparation of Performance Targets and Accomplishments	1/26/2011		8.0		Visayas State University
	Full Length Training on RA 9184: The Government Procurement Reform Act of 2003	7/29/2010		8.0		Visayas State University
	Training on RA 9184 Aand Its Revised IRR (Modules I, II and V)	7/29/2010		8.0		Visayas State University
	Seminar /Workshop on Public Accountability, Customer Service, APP & PMS-OPES	1/29/2010		8.0		Visayas State University

(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 Use		Theta Sigma Omega Fraternity/Sorority Adviser for 10 years and above		Visayas State University Personnel Association (VPA)
	Reading books, novels, magazines, etc.		Loyalty Award Silver (Civil Service Commission)		
			Loyalty Award Gold (Civil Service Commission)		Visayas State University Administrative Personnel Association (AdPA)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct 2, 2018
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<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>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
REBECCO M. SANTIAGO	Brgy. Guadalupe, Baybay City	
ROSARIO A. SALAS	Kilbourne St. VSU, Visca, Baybay City	
MARCIANA N. NATULLA	Brgy. Buri, Palo, 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.: V000187

Date/Place of Issuance: Baybay City

Gilda D. Duran

Signature (Sign inside the box)

Date Accomplished



SUBSCRIBED AND SWORN to before me this OCT 02 2018, affiant exhibiting his/her validly issued government ID as indicated above.

[Signature]

ATTY. RYAN D. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath