

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

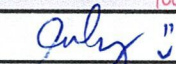
2. SURNAME	ESGUERRA		
FIRST NAME	ERLY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SACRO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/09/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	189 EMILIO JACINTO ST. House/Block/Lot No. Street N/A Poblacion Zone 23 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.62	18. PERMANENT ADDRESS	189 EMILIO JACINTO ST. House/Block/Lot No. Street N/A Poblacion Zone 23 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	62.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	021169538893		
11. PAG-IBIG ID NO.	121173699334	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	130001109813	20. MOBILE NO.	981-530-403
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	erly.esguerra@vsu.edu.ph
14. TIN NO.	426623151		
15. AGENCY EMPLOYEE NO.	V00904		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ESGUERRA			
FIRST NAME	EFREN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NUÑEZ			
25. MOTHER'S MAIDEN NAME	ERLINDA BITOY SACRO			
SURNAME	ESGUERRA			
FIRST NAME	ERLINDA			
MIDDLE NAME	SACRO		(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	Baybay North Central School	Elementary	1998	2004		2004	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2004	2008		2008	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2008	2012		2012	N/A
GRADUATE STUDIES	Visayas State University	Master of Business Administration	2014		40		N/A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	08/12/2024

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)

08/12/2024

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

(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			
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	Office of the Head for Records & Archives(OHRA), Visayas State University
	Sparkling Spaces: Mastering the Art of Housekeeping	05/22/2024	05/22/2024	8	Technical	Department of Consumer and Hospitality Management/Visayas State University
	Shaping Culture: Embracing Values for Productive Workplace Performance	05/15/2024	05/15/2024	8	Technical	Department of Consumer and Hospitality Management/Visayas State University
	Financial Transactions Forum	03/20/2024	03/20/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Design Thinking Workshop	12/13/2023	12/14/2023	16	Managerial	QUALITY ASSURANCE CENTER, VISAYAS STATE UNIVERSITY, MAIN CAMPUS
	Employee Skill Enhancement: A Supervisory Development Seminar	06/13/2023	06/16/2023	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
	GACPA's 44th Annual National Convention and Seminar.	05/24/2023	06/26/2023	24	Technical	Government Association of Certified Public Accountants, Inc. (GACPA)
	GSIS Insurance Orientation for Property and Budget Officers	04/13/2023	04/13/2023	8	Technical	GSIS Maasin
	Orientation/Re-orientation of Duties and Responsibilities as dDRCs and alternate dDRCs and Cascading of Documented and Records Control Documented Information	09/07/2022	09/07/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/Reawareness	08/31/2022	08/31/2022	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Webinar on Typhoon Awareness and Calamity Readiness	06/29/2022	06/29/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Virtual Awareness Seminar on RA No.11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	06/28/2022	06/28/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Kaalam: Creative Forms and Narratives of the Contemporary	03/09/2022	03/09/2022	4	Technical	Institute of Human Kinetics, Visayas State University
	QMS Portal Orientation	02/24/2022	02/24/2022	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation and Re-orientation of the Internal Documented Information	02/15/2022	02/15/2022	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/ Re-awareness Webinar	09/13/2021	09/13/2021	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "


PLEASE SEE ATTACHMENT A

(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)
	Accounting		N/A		Oasis of Love
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills				Singles for Christ
					VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
					Parish Renewal Experience

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/12/2024
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SIGNATURE		DATE	08/12/2024
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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.
Louella C. Ampac	VSU, Baybay City, Leyte	563-7189
Jessamine C. Ecleo	VSU, Baybay City, Leyte	563-7190
Nilo Leorna	VSU, Baybay City , Leyte	nilo.leorna@vsu.edu.ph

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.

ERLY S. ESQUERRA

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

Government Issued ID: PASSPORT

ID/License/Passport No.: P7785443A

Date/Place of Issuance: 07/13/2018 / TACLOBAN CITY

Signature (Sign inside the box)

08/12/2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 12 AUG 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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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: October 3, 2022 – present
- Position: Administrative Aide VI
- Name of Office/Unit: Budget Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Act as a resource person for the conduct of Financial Transactions Forum that is hosted by VSU.
- Summary of Actual Duties
 - Responsible in performing administrative tasks e.g. Control, Monitoring, Obligation and Liquidation of Internally Generated Fund (IGF). Updates monthly balances of projects/programs under IGF and assist the Head in the preparation of Accountability Reports.

- Duration: September 3, 2018 – October 3, 2022
- Position: Administrative Aide IV
- Name of Office/Unit: Supply, Property and Procurement Office
- Immediate Supervisor: Jessamine C. Ecleo/ Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative tasks e.g. preparation and monitoring of Vouchers for Alternative Mode of procurement, Public Bidding, retention, performance of bond and mobilization (INFRA).

- Duration: March 1, 2016 – September 3, 2018
- Position: Administrative Aide III
- Name of Office/Unit: Supply, Property and Procurement Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Responsible in performing administrative tasks e.g. receiving and releasing of documents. Preparation and monitoring of RFQ, voucher for Alternative Mode and Public Bidding (BAC2). PhilGEPS posting for alternative Mode.



ERLY S. ESQUERRA

Date: August 13, 2024