

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	PEÑALOSA			
FIRST NAME	BERT	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CUTOB			
3. DATE OF BIRTH (mm/dd/yyyy)	30/01/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship,	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:	
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	Philippines ▼	
7. HEIGHT (m)	5'5	18. PERMANENT ADDRESS	APARTMENT 38, KILBOURNE DRIVE	
8. WEIGHT (kg)	69		House/Block/Lot No.	Street
9. BLOOD TYPE	"O"			Pangasugan
10. GSIS ID NO.	2005157518		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	1211-1753-9089		BAYBAY CITY, LEYTE	
12. PHILHEALTH NO.	13-050056883-7	City/Municipality	Province	
13. SSS NO.	06-2540054-8	ZIP CODE	6521	
14. TIN NO.	451-257-061	20. MOBILE NO.	0926-870-3575	
15. AGENCY EMPLOYEE NO.	N/A V00979	21. E-MAIL ADDRESS (if any)	bert.penalosa@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	FLORES-PEÑALOSA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARIEVIC	N/A	N/A
MIDDLE NAME	SIEGA	N/A	N/A
OCCUPATION	TEACHER	N/A	N/A
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY	N/A	N/A
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE	N/A	N/A
TELEPHONE NO.	9552190573	N/A	N/A
24. FATHER'S SURNAME	PEÑALOSA	N/A	N/A
FIRST NAME	BENITO		
MIDDLE NAME	MONTALBAN		
25. MOTHER'S MAIDEN NAME			
SURNAME	CUTOB		
FIRST NAME	PACITA		
MIDDLE NAME	NABUTAS		

(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	CARIDAD ELEM. SCHOOL	PRIMARY	June 1991	Mar 1997	GRADUATED	1997	WITH HONORS
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	SECONDARY	June 1997	Mar 2003	GRADUATED	2003	N/A
VOCATIONAL / TRADE COURSE	TESDA	BUILDING WIRING INSTALLATION (BWI)	Jul 2003	Nov 2003	GRADUATED	2003	N/A
	SAINT MICHAEL COLLEGE	CERTIFICATE IN PROSSIONAL EDUCATION	June 2018	Oct 2018	GRADUATED	2018	N/A
COLLEGE	WESTERN LEYTE COLLEGE	BS. BUSINESS ADMINISTRATION	June 2009	Mar 2013	GRADUATED	2013	ACADEMIC SCHOLAR
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY (MAIN CAMPUS)	MASTER IN PUBLIC ADMINISTRATION	June 2015	Nov 2016	GRADUATED	2016	

SIGNATURE		DATE	5/2/2024	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

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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		
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA

(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)

[illegible]

(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)
	Sales and Field Marketing		Top Sales Executive 2015-2016		N/A
	Chess enthusiast		The Great Gatsby as the Guest Speaker (WLC Org. Acitivies)		N/A
			JHRM Society as Organization President		N/A
			College Supreme Student Council Senator		N/A
			Chess Varsity		N/A

(Continue on separate sheet if necessary)

SIGNATURE

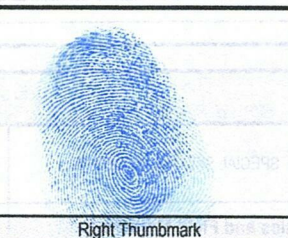
DATE _____

5/2/2024

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Resigned for greener pasture																
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____																
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____																
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)																	
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. EDGARDO E. TULIN</td><td>VSU</td><td>565 0600 loc.1000</td></tr><tr><td>Dr. ANTONIO P. ABAMO</td><td>VSU</td><td>566 0600 loc.1085</td></tr><tr><td>Dr. ANALITA A. SALABAO</td><td>VSU</td><td>567 0600 loc.1018</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. EDGARDO E. TULIN	VSU	565 0600 loc.1000	Dr. ANTONIO P. ABAMO	VSU	566 0600 loc.1085	Dr. ANALITA A. SALABAO	VSU	567 0600 loc.1018				
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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.																	
<table><tr><td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>LTO Driver's License</td></tr><tr><td>ID/License/Passport No.:</td><td>H0314001308</td></tr><tr><td>Date/Place of Issuance:</td><td>Jan 30, 2022. BAYBAY</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:	LTO Driver's License	ID/License/Passport No.:	H0314001308	Date/Place of Issuance:	Jan 30, 2022. BAYBAY	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">5/2/2024</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		5/2/2024		Date Accomplished	
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SUBSCRIBED AND SWORN to before me this 09 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.																	
<table><tr><td> ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath</td></tr></table>		 ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath															
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Bert C. Peñalosa



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, 2017-Present
- Position: Instructor 3
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Mark C. Ratilla
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
 - Developed Course Syllabi, TOS and Learning Guides for BSAB
 - Conduct Trainings and Seminars for research and extension services.
 - Served as Department Focal Person for Students Instructional Materials
 - Served as Chairman for AACCCUP Area IV (MM) and Area II (BSAB) accreditation
 - Served as Adviser for Society of Agribusiness Organization (SY. 2019-2021)
 - Served as Adviser for CME College Supreme Student Council (SY 2022-2023)
 - Served as Department Head from April 2022-August 2023
 - Performed teaching and student's consultancy

- Summary of Actual Duties
 - Monitors and evaluates students' progress
 - Teaches students using appropriate and innovative teaching strategies
 - Counsels and guides students
 - Facilitates curricular and co-curricular activities
 - Performs trainings and seminars for extension services
 - Support and performs Department Goals, Mission and Vision


BERT C. PEÑALOSA

(Signature over Printed Name
of Employee/Applicant)

Date: 5/3/2029