

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 ( ) ( ) 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	Antofina		
FIRST NAME	Arjanery	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Borja		
3. DATE OF BIRTH (mm/dd/yyyy)	December 27, 1993	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	Old Balara, Quezon City	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input 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	M.H Del Pilar St. House/Block/Lot No. Street Brgy. Sto. Rosario Subdivision/Village Barangay City of Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.77	ZIP CODE	6521
8. WEIGHT (kg)	95		
9. BLOOD TYPE		18. PERMANENT ADDRESS	M.H Del Pilar St. House/Block/Lot No. Street Brgy. Sto. Rosario Subdivision/Village Barangay City of Baybay Leyte City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6521
11. PAG-IBIG ID NO.	121256209610		
12. PHILHEALTH NO.	13-025355850-5	19. TELEPHONE NO.	(053)560-3323
13. SSS NO.		20. MOBILE NO.	09656243267
14. TIN NO.	747-283-968	21. E-MAIL ADDRESS (if any)	arj2xanto@gmail.com/arjanery.antofina@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V02727 VJO00065		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	ANTOFINA		
FIRST NAME	ARNULFO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DIÑO		
25. MOTHER'S MAIDEN NAME			
SURNAME	BORJA		
FIRST NAME	LEONORA		
MIDDLE NAME	ALBISO		(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 II SOUTH CENTRAL SCHOOL		2001	2006		2006	
SECONDARY	TAHUD NATIONAL HIGH SCHOOL		2009	2011		2011	3rd Honorable Mention
VOCATIONAL / TRADE COURSE	JE MONDEJAR COMPUTER COLLEGE	ASSOCIATE IN COMPUTER TECHNOLOGY	2011	2013		2013	
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	BSBA MAJOR IN HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT	2014	2018		2018	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	January 24, 2025



[illegible]

## V. WORK EXPERIENCE

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	January 24, 2025
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January 24, 2025



**V. 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		
	NIA				

(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)

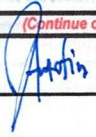
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	09-13-2021	09-13-2021	4.5		PROCUREMENT OFFICE, VSU BAYBAY
	VIRTUAL TRAINING ON RA 9184 and its Revised Implementing Rules and Regulations	05/03/2021	05/07/2021	40.0		PROCUREMENT OFFICE, VSU BAYBAY
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016	08/22/2023	08/24/2023	24.0		PHILROOTCROPS TRAINING CENTER, VSU BAYBAY
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8.0		VSU BAYBAY CITY, LEYTE
	HRIS Software Onboarding	12/06/2023	12/06/2023	8.0		PROCUREMENT OFFICE, VSU BAYBAY

(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 SKILLS		NIA		NIA
	ADAPTABILITY				
	INITIATIVE				
	BADMINTON				
	BASKETBALL				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 24, 2025
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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?

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?

☐ 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)?

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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: \_\_\_\_\_

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?

☒ YES ☐ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
JESSAMINE C. ECUFO	VSU	653-805-0000
DILBERTO FERRAREN	VSU	09176341488
AUCIA M. FLORES	Brgy. UTOD, Baybay City	0964987422

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: DRIVERS LICENSE

ID/License/Passport No.: H12-21-200081

Date/Place of Issuance: 07/21/2021 LTO BAYBAY

Signature (Sign inside the box)

01-24-2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this 27 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON  
VSU Director, Legal Affairs and Services

Person Administering Oath




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: 2019 - Present
- Position: Clerk
- Name of Office/Unit: Procurement
- Immediate Supervisor: Jessamine C. Ecleo
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- **Procurement Coordination:**
  - Consolidate Purchase Requests (PRs) by the nature of items and generate the final list of items for competitive bidding.
- **Technical Assistance:**
  - Provide technical assistance to end-users in preparing their Project Procurement Management Plans (PPMPs) and Purchase Requests (PRs) within the SPPMIS.
- **Monitoring and Reporting:**
  - Assist in preparing the Procurement Monitoring Report (PMR).
- **Inquiries and Communication:**
  - Respond to end-users' inquiries about the status of PRs processed through competitive bidding.
- **Documentation Support:**
  - Assist in preparing Purchase Orders (POs) for PRs conducted through competitive bidding.

  
**ARJANERY B. ANTOFINA**  
(Signature over Printed Name  
of Employee/Applicant)

Date: January 24, 2025