

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	MONTALBAN		
FIRST NAME	APRIL ANN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ORIO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/04/1983	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	CEBU, CITY	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		
6 CIVIL STATUS	MARRIED	17. RESIDENTIAL ADDRESS	R.MAGSAYSAY AVE.
			House/Block/Lot No. Street
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
7. HEIGHT (m)	5'2		
8. WEIGHT (kg)	65	ZIP CODE	
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	R.MAGSAYSAY AVE.
10. GSIS ID NO.	2006-351-388		House/Block/Lot No. Street
11. PAG-IBIG ID NO.	121-047-629-338		Subdivision/Village Barangay
12. PHILHEALTH NO.	1305-0082-1451	ZIP CODE	6521
13. SSS NO.	06-2450614-2	19. TELEPHONE NO.	N/A
14. TIN NO.	262-850-193-002	20. MOBILE NO.	09261255157
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	april.montalban@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MONTALBAN	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JERRY	NAME EXTENSION (JR., SR)	PAOLO JERIEL O. MONTALBAN
MIDDLE NAME	LAZARO		28/07/2005
OCCUPATION	SELF EMPLOYED		ATHEA JERIANNE O. MONTALBAN
EMPLOYER/BUSINESS NAME			13/08/2008
BUSINESS ADDRESS			JERRY O. MONTALBAN JR.
TELEPHONE NO.			03/11/2010
24. FATHER'S SURNAME	ORIO		
FIRST NAME	ROMEO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PEPITO		
25. MOTHER'S MAIDEN NAME			
SURNAME	ALIMA		
FIRST NAME	DOROLITA		
MIDDLE NAME	ROBLES		

(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 SOUTH CENTRAL SCHOOL	KINDER TO GRADE 6	1990	1996		1997	W/ HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	FIRST YEAR TO FOURTH YEAR	1997	2000		2001	
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2000	2004		2004	ACADEMIC A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 5, 2023
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(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.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
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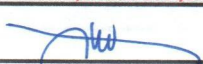
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(Continue on separate sheet if necessary)


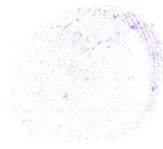

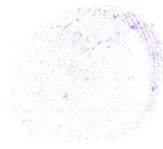

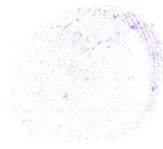


DECEMBER 5, 2023



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			
	FOOD AND DRUGS ADMINISTRATION/LICENSE TO OPERATE APPLICATION SEMINAR	19/09/2022	19/09/2022	8 HRS	TECHNICAL	DTI & FDA
	INTRODUCTORY COURSE TO SAFE MANAGEMENT MEASURES IN THE WORKPLACE	12/01/2022	25/01/2022	24 HRS	MANAGERIAL	DTI & THAMES INTERNATIONAL
	PSYCHOLOGICAL FIRST AID (PFA) FOR VOLUNTEERS	23/01/2022	23/01/2022	8 HRS	SUPERVISORY	UPVTC DIVISION OF SOCIAL SCIENCES
	EMPOWERING ENTREPRENEURS BASIC BUSINESS RECORDING	12/11/2019	12/11/2019	6 HRS	TECHNICAL	BPI FOUNDATION AND DTI
	FOOD SAFETY SEMINAR & ORIENTATION ON FDA/LTO CERTIFICATION	04/04/2019	05/04/2019	16 HRS	TECHNICAL	DTI
	AGRICULTURE AND FOOD TECHNOLOGY BUSINESS INCUBATOR BOOTCAMP	23/01/2019	25/01/2019	24 HRS	MANAGERIAL	TECHNOLOGY BUSINESS INCUBATION, VSU
	AGRICULTURE AND FOOD TECHNOLOGY BUSINESS INCUBATOR BOOTCAMP	23/01/2019	25/01/2019	24 HRS	MANAGERIAL	TECHNOLOGY BUSINESS INCUBATION, VSU
	KAPATID MENTOR ME PROGRAM SEMINAR	03/04/2018	01/06/2018	80 HRS	MANAGERIAL	DEPARTMENT OF TRADE AND INDUSTRY
	DIGITALIZATION OF MSMEs	05/12/2018	05/12/2018	8 HRS	TECHNICAL	DTI
	SSF GEARING REGION 8 MSMEs FOR INDUSTRY PRODUCTIVITY & COMPETITIVENESS	07/09/2017	07/09/2017	8 HRS	MANAGERIAL	DTI
	BUSINESS MODEL CANVASS SEMINAR	18/08/2017	18/08/2017	8 HRS	TECHNICAL	DTI
	PRODUCT ASSESSMENT AND INNOVATION	11/08/2017	11/08/2017	8 HRS	TECHNICAL	DTI
	ORIENTATION ON OTOP NEXT GEN & FGD ON SMERA TRAINING NEDS ASSESME	05/06/2017	05/06/2017	8 HRS	MANAGERIAL	DTI
	LTO INPLANT ASSESSMENT TO LEYTE FOOD MSMEs AND BENCHMARKING TO LEYTE MSME WITH FDA ACCREDITATION	22/08/2017	23/08/2017	16 HRS	MANAGERIAL	DTI
	PROVINCIAL OTOP CONGRESS ++ S.A.T.	22/04/2018	22/04/2018	8 HRS	SUPERVISORY	DTI
	INVESTMENT OPPORTUNITIES SEMINAR FOR MSMEs	26/04/2018	26/04/2018	8 HRS	SUPERVISORY	DTI, VSU & LGU BAYBAY
	GREEN BUSINESS ORIENTATION & BUSINESS CONTINUITY PLANNING WORKSHOP	12/09/2018	12/09/2018	8 HRS	SUPERVISORY	DTI & LGU BAYBAY
	CONSULTATIVE MEETING FOR VEGETABLE FARMER ASSOCIATIONS	27/12/2019	27/12/2019	8 HRS	MANAGERIAL	DEPARTMENT OF AGRICULTURE
	TRAINING WORKSHOP ON BRGY. CIVIL REGISTRATION SYSTEM & UPDATES ON CIVIL REGISTRATION LAWS & GUIDELINES	01/12/2014	02/12/2014	16 HRS	SUPERVISORY	PSA
	BARANGAY NEWLY ELECTED OFFICIALS (BNEO) TRAINING PROGRAM	14/04/2014	15/04/2014	16 HRS	SUPERVISORY	DILG
(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)		
	N/A	N/A		BAHANDI PRODUCERS ASSOCIATION IN EASTERN VISAYAS		
				BAYBAY CITY PRODUCERS COOPERATIVE		
				BAYBAY CITY CHAMBERS INCORPORATED		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	DECEMBER 5, 2023	



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)?	If YES, give details: _____ NO _____ _____ NO _____													
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	If YES, give details: _____ NO _____  If YES, give details: _____ Date Filed: _____ Status of Case/s: _____ NO _____													
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	If YES, give details: _____ NO _____ _____ NO _____													
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?	If YES, give details: _____ NO _____													
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?	If YES, give details: _____ NO _____  If YES, give details: _____ NO _____													
39. Have you acquired the status of an immigrant or permanent resident of another country?	If YES, give details (country): _____ NO _____													
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?	If YES, please specify: _____ NO _____  If YES, please specify ID No: _____ NO _____  If YES, please specify ID No: _____ NO _____													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ELMIRA Y. BAÑOC</td><td>BRGY. MARCOS BAYBAY CITY, LEYTE</td><td>9308047990</td></tr><tr><td>LUTGARDA S. PALOMAR</td><td>BRGY. SAN AGUSTIN, BAYBAY CITY, LEYTE</td><td>9354498306</td></tr><tr><td>JOSE L. BACUSMO</td><td>BRGY. SANTA CRUZ, BAYBAY CITY, LEYTE</td><td>9686906880</td></tr></table>			NAME	ADDRESS	TEL. NO.	ELMIRA Y. BAÑOC	BRGY. MARCOS BAYBAY CITY, LEYTE	9308047990	LUTGARDA S. PALOMAR	BRGY. SAN AGUSTIN, BAYBAY CITY, LEYTE	9354498306	JOSE L. BACUSMO	BRGY. SANTA CRUZ, BAYBAY CITY, LEYTE	9686906880
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42.														
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"> Signature (Sign inside the box) DEC 5, 2023 Date Accomplished</td><td rowspan="4"> Right Thumbmark</td></tr><tr><td>Government Issued ID: NATIONAL ID</td></tr><tr><td>ID/License/Passport No.: 2791-6426-5948-6053</td></tr><tr><td>Date/Place of Issuance: JULY 21, 2022 / BAYBAY CITY</td></tr></table>			Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) DEC 5, 2023 Date Accomplished	 Right Thumbmark	Government Issued ID: NATIONAL ID	ID/License/Passport No.: 2791-6426-5948-6053	Date/Place of Issuance: JULY 21, 2022 / BAYBAY CITY						
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Government Issued ID: NATIONAL ID														
ID/License/Passport No.: 2791-6426-5948-6053														
Date/Place of Issuance: JULY 21, 2022 / BAYBAY CITY														
SUBSCRIBED AND SWORN to before me this 13 DEC 2023, affiant exhibiting his/her validly issued government ID as indicated above.														
<table><tr><td>ATTY. RYSAN E. GUINOCOR VSU Chief Legal Officer Person Administering Oath</td></tr></table>			ATTY. RYSAN E. GUINOCOR VSU Chief Legal Officer Person Administering Oath											
ATTY. RYSAN E. GUINOCOR VSU Chief Legal Officer Person Administering Oath														



APRIL ANN O. MONTALBAN

PHOTO

Right Thumbmark



## WORK EXPERIENCE SHEET

Duration : **August 1, 2023 – Present**

Position : **Administrative Aide III**

Name of Office/Unit : **University Registrar**

Immediate Supervisor : **Miriam M. De la Torre**

Name of Agency/Organization and Location : **Visayas State University, Baybay City, Leyte**

### ➤ List of Accomplishments and Contribution

- Print CORs of students
- Validate student certificate of registration (COR)
- Authenticate TOR, diploma and certificate of students
- Issues certificates of enrolment and/or certificates of grades to students who applied for scholarship
- Prints and issues copy of grades
- First Semester enrolment Assistance
- Approved of the completion forms to student with INC grades
- Monitors and update students lacking requirements and inform the student of their deficiency
- Evaluate records and accredit units earned by transferees
- Checks and evaluates continuing students of assigned courses
- Prepares checklist with grades of continuing students and determine if regular or irregular
- Prepares list of delinquent students and endorse to the office of the Dean of Students
- Facilitate, prepares, and process requests for correction of name/personal data in school records
- Checks student records and signs dropping of subjects forms
- Prepares request of permanent records (F 137, TOR) of students from the last school attended
- Checks, countersigns and files student clearance readmission approved LOA, change major/minor field

### ➤ Summary of Actual Duties

Serve as specialist and consultant of the course in-charge

  
**APRIL ANN O. MONTALBAN**

( Signature over Printed Name  
Of Employee/Applicant

Date: January 1, 2024