

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	CRUZ		
FIRST NAME	ANTONETTE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SEVILLA		
3. DATE OF BIRTH (mm/dd/yyyy)	08/27/1989	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: Philippines
4. PLACE OF BIRTH	BAYBAY CITY, 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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	309 Velarde St. House/Block/Lot No. Street Tinag-an Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province 6542
7. HEIGHT (m)	1.57	18. PERMANENT ADDRESS	309 Velarde St. House/Block/Lot No. Street Tinag-an Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province 6542
8. WEIGHT (kg)	55.00		ZIP CODE
9. BLOOD TYPE	O	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	2005109888	20. MOBILE NO.	951-800-0520
11. PAG-IBIG ID NO.	121087888507	21. E-MAIL ADDRESS (if any)	antonette.cruz@vsu.edu.ph
12. PHILHEALTH NO.	130251095974		
13. SSS NO.	N/A		
14. TIN NO.	292355982000		
15. AGENCY EMPLOYEE NO.	V00944		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Cruz		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Fernando	NAME EXTENSION (JR., SR)	Loraine Mae S. Cruz	10/24/2010
MIDDLE NAME	Echevaria			
OCCUPATION	Hardware Technician			
EMPLOYER/BUSINESS NAME	Dingo Smart Innovation Incorporated			
BUSINESS ADDRESS	Bagumbayan, Quezon City			
TELEPHONE NO.	632-633-4351			
24. FATHER'S SURNAME	Sevilla			
FIRST NAME	Dionesio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Sta. Iglesia			
25. MOTHER'S MAIDEN NAME	Asteria Velarde Apog			
SURNAME	Sevilla			
FIRST NAME	Asteria			
MIDDLE NAME	Apog			

(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	Tinag-an Elementary School	Elementary	1995	2001	N.A.	2001	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2001	2005	N.A.	2005	N/A
VOCATIONAL/ TRADE COURSE	N/A	N.A.	N.A	N.A	N.A.	N.A.	N.A.
COLLEGE	STI College	Bachelor of Science in Computer Engineering	2005	2010	N.A.	2010	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Management	2012	2018	N.A.	2018	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/13/2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)







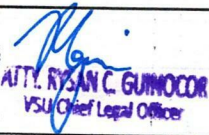
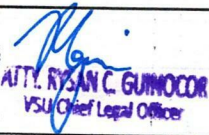
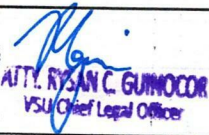
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/13/2024
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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			
	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			
	Regional Seminar-Workshop on Basic Records and Archives Management	02/20/2024	02/22/2024	24	Technical	National Archives of the Philippines (NAP)
	Workshop on Program Accreditation	01/12/2024	01/12/2024	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	4	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Technical	Personnel Officers Association of the Philippines, Inc
	Mandatory Orientation and Re-Orientation of Academic Advisers and Department Enrolment Focal Persons for 2nd Semester AY 2022-2023	02/10/2023	02/10/2023	4	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	4	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/30/2022	4	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	08/25/2022	08/25/2022	4	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Re-Orientation of Employees' Duties and Responsibilities and Customer Services	09/23/2021	09/23/2021	4	Technical	Office of the Director for Human Resource Management, Visayas State University
	Coronavirus Vaccine: Are You Willing to Take the Shot?	02/23/2021	02/23/2021	4	Technical	College of Arts and Science, Visayas State University
	Control your Records before They Control You: The Basics of Records Management and Records Control	01/27/2021	01/27/2021	4	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
	Document Tracking System	11/13/2020	11/13/2020	4	Technical	Human Resource Information System, Visayas State University
	Identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	08/28/2020	08/28/2020	4	Technical	Supply, Procurement and Property Management Information System (SPPMIS), VSU
	Working Towards Personal Effectiveness	11/20/2018	11/23/2018	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Orientation on Preparation of Documents for the Internal Audit	07/26/2017	07/26/2017	8	Technical	Quality Assurance Center, Visayas State University
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)		
	Customer Service	N/A		VSU Alumni Association		
	Driving two/four wheels vehicles			VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)		
	Ability to format and manipulate reports, data, spreadsheets and graphics packages (i.e MS Office) an			Visayas State University Credit Cooperative		
	Oral and Written Communication skills					
	Records Management					
	Clerical Skills					
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		11/13/2024		

<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: <u>previous employer relocated</u></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>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Nilda T. Amestoso</td><td>VSU, Visca, Baybay City, Leyte</td><td>09362081944</td></tr><tr><td>Jannet C. Bencure</td><td>VSU, Visca, Baybay City, Leyte</td><td>09478909056</td></tr><tr><td>Jundy R. Castil</td><td>VSU, Visca, Baybay City, Leyte</td><td>09124147540</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Nilda T. Amestoso	VSU, Visca, Baybay City, Leyte	09362081944	Jannet C. Bencure	VSU, Visca, Baybay City, Leyte	09478909056	Jundy R. Castil	VSU, Visca, Baybay City, Leyte	09124147540
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>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: DL</td></tr><tr><td>ID/License/Passport No.: H1217002609</td></tr><tr><td>Date/Place of Issuance: 07/08/2022 / Baybay City, Leyte</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: DL	ID/License/Passport No.: H1217002609	Date/Place of Issuance: 07/08/2022 / Baybay City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"> Signature (Sign inside the box) 11/13/2024 Date Accomplished</td></tr><tr><td style="text-align: center;"> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) 11/13/2024 Date Accomplished	 Right Thumbmark						
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<p>SUBSCRIBED AND SWORN to before me this <u>14 NOV 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"> ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td style="text-align: center;">Person Administering Oath</td></tr></table>		 ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
 ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer													
Person Administering Oath													

Attachment A.1

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

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: August 2, 2021 – December 31, 2024
- Position: Administrative Aide VI
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Engr. Jundy R. Castil/ Engr. Ronard G. Paña/ Engr. Vic Angelo L. Impas
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Act as the deputy Documents and Records Controller of the department
 - Manage the DME records and documents following the PDCA process
 - Attended training on Basic Records and Archives Management by the National Archives of the Philippines
- Summary of Actual Duties
 - Responsible for the issuance, maintenance, retrieval and control of controlled documents; assignment of document numbers and other coding controls for the documents in coordination with the university documents and records controller; coordination of information to relevant personnel; and implementation of the control of records
 - Provides administrative support such as in the preparation of memorandum, communication, recommendations, contracts, workloads, reports, notice and minutes of meetings, target and accomplishments, request and procurement of supplies and equipment, cash advances, reimbursements, replenishment, liquidation, accreditation, evaluation, monitoring and audit
 - Facilitate faculty, student and other client requests or concerns
 - Perform other functions assigned by the department head and college dean

- Duration: February 18, 2019 - August 1, 2021
- Position: Administrative Aide IV
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Engr. Jundy R. Castil
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Act as the deputy Documents and Records Controller of the department
 - Manage the DME records and documents following the PDCA process

- Summary of Actual Duties

- Responsible for the issuance, maintenance, retrieval and control of controlled documents; assignment of document numbers and other coding controls for the documents in coordination with the university documents and records controller; coordination of information to relevant personnel; and implementation of the control of records
- Provides administrative support such as in the preparation of memorandum, communication, recommendations, contracts, workloads, reports, notice and minutes of meetings, target and accomplishments, request and procurement of supplies and equipment, cash advances, reimbursements, replenishment, liquidation, accreditation, evaluation, monitoring and audit
- Facilitate faculty, student and other client requests or concerns
- Perform other functions assigned by the department head and college dean

- Duration: February 3, 2014 – February 17, 2019
- Position: Administrative Aide III
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Engr. Celso Gumaod/ Engr. Ramil Lauron/ Engr. Jundy R. Castil
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Manage the DME records and documents

- Summary of Actual Duties

- Manage all department records
- Provides administrative support such as in the preparation of memorandum, communication, recommendations, contracts, workloads, reports, notice and minutes of meetings, target and accomplishments, request and procurement of supplies and equipment, cash advances, reimbursements, replenishment, liquidation, accreditation, evaluation, monitoring and audit
- Facilitate faculty, student and other client requests or concerns
- Perform other functions assigned by the department head and college dean


ANTONETTE S. CRUZ

(Signature over Printed Name
of Employee/Applicant)

Date: Jan. 2, 2025