

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 () a 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	LARROSA		
FIRST NAME	JOSEFINA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MANDRAS		
3. DATE OF BIRTH (mm/dd/yyyy)	June 19, 1964	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	Ormoc City	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	#490 House/Block/Lot No. Street Subdivision/Village Tinag-an Albuera Leyte City/Municipality Province
7. HEIGHT (m)	1.49 m	ZIP CODE	6542
8. WEIGHT (kg)	55.5 kg		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	#490 House/Block/Lot No. Street Subdivision/Village Tinag-an Albuera Barangay City/Municipality Leyte Province
10. GSIS ID NO.	64061900797	ZIP CODE	6542
11. PAG-IBIG ID NO.	1700-0025-2704		
12. PHILHEALTH NO.	13-00015351-7		
13. SSS NO.	none	19. TELEPHONE NO.	none
14. TIN NO.	104-768-839	20. MOBILE NO.	09772689674
15. AGENCY EMPLOYEE NO.	VOOO282	21. E-MAIL ADDRESS (if any)	josefina.larrosa@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LARROSA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOVENTINO	NAME EXTENSION (JR., SR) N/A	none	none
MIDDLE NAME	CABRERA			
OCCUPATION	Retired Gov't. Employee			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	SOON (DECEASED)			
FIRST NAME	RODOLFO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CANTERO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANDRAS (DECEASED)			
FIRST NAME	BARBARA			
MIDDLE NAME	VELARDE			

(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 Graduate	1971	1976	Graduated	1976	Valedictorian
SECONDARY	Saint Peter's College of Ormoc	High School Graduate	1977	1980	Graduated	1980	Dean's List
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Saint Peter's College of Ormoc	Bachelor of Science in Commerce - Acctg. Major	1980	1984	Graduated	1984	None
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9/5/2023
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Career Service SubProfessional	72.3	7/18/1982	Tacloban City	N/A	N/A
Career Service Professional	73.79	08/03/1986	Tacloban City	N/A	N/A


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

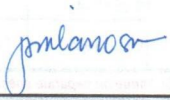



(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-00) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2018	Present	Administrative Assistant III	Visayas State University	16986.00	9-1	Permanent	Yes
01/01/2018	12/31/2018	Administrative Assistant III	Visayas State University	16512.00	9-1	Permanent	Yes
01/01/2018	12/31/2018	Administrative Assistant III	Visayas State University	16501.00	9-1	Permanent	Yes
08/12/2014	12/31/2015	Administrative Assistant II	Visayas State University	15081.00	8-2	Permanent	Yes
06/01/2012	08/11/2014	Administrative Assistant II	Visayas State University	14931.00	8-1	Permanent	Yes
08/12/2011	5/31/2012	Administrative Assistant II	Visayas State University	13833.00	8-1	Permanent	Yes
06/01/2011	08/11/2011	Administrative Aide VI	Visayas State University	12624.00	6-5	Permanent	Yes
03/04/2011	5/31/2011	Administrative Aide VI	Visayas State University	11803.00	6-5	Permanent	Yes
6/24/2010	03/01/2011	Administrative Aide VI	Visayas State University	11612.00	6-5	Permanent	Yes
07/01/2009	6/23/2010	Administrative Aide VI	Visayas State University	10751.00	6-5	Permanent	Yes
07/01/2008	6/30/2009	Administrative Aide VI	Visayas State University	9911.00	6-5	Permanent	Yes
03/04/2008	6/30/2008	Administrative Aide VI	Visayas State University	9010.00	6-4	Permanent	Yes
07/01/2007	03/03/2008	Administrative Aide VI	Visayas State University	8791.00	6-4	Permanent	Yes
03/04/2005	6/30/2007	Administrative Aide VI	Leyte State University	7992.00	6-3	Permanent	Yes
12/01/2004	03/03/2005	Administrative Aide VI	Leyte State University	7796.00	6-2	Permanent	Yes
03/04/2002	11/30/2004	Clerk III	Leyte State University	7796.00	6-2	Permanent	Yes
07/01/2001	03/03/2002	Clerk III	Visayas State College of Agriculture	7606.00	6-2	Permanent	Yes
01/01/2000	6/30/2001	Clerk III	Visayas State College of Agriculture	7244.00	6-1	Permanent	Yes
03/04/1999	12/31/1999	Clerk III	Visayas State College of Agriculture	6585.00	6	Permanent	Yes
1/16/1998	03/03/1999	Clerk II	Visayas State College of Agriculture	5645.00	4	Permanent	Yes
01/01/1997	1/15/1998	Clerk I	Visayas State College of Agriculture	5492.00	3-2	Permanent	Yes
01/01/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	5000.00	3-2	Permanent	Yes
01/01/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	3978.00	3	Permanent	Yes
01/01/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	2978.00	3	Permanent	Yes
01/01/1993	12/31/1993	Clerk I	Visayas State College of Agriculture	2178.00	3	Permanent	Yes
01/01/1990	12/31/1992	Clerk I	Visayas State College of Agriculture	2156.00	3	Permanent	Yes
07/01/1989	12/31/1989	Clerk I	Visayas State College of Agriculture	2156.00	N/A	Casual	Yes
12/14/1987	6/30/1989	Clerk-Typist	Visayas State College of Agriculture	722.70	N/A	Casual	Yes
03/01/1987	12/13/1987	Clerk-Typist	Visayas State College of Agriculture	503.80	N/A	Casual	Yes
07/01/1986	2/28/1987	Clerk-Typist	Visayas State College of Agriculture	437.80	N/A	Casual	Yes
04/01/1986	6/30/1986	Clerk-Typist	Visayas State College of Agriculture	398.20	N/A	Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9/5/2023
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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			
	NONE	N/A	N/A	N/A	NONE	
(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			
	Problem Solving and Decision-Making	10/26/2022	10/28/2022	24	learning	Personnel Officers Association of the Phils., Inc.
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8	learning	Visayas State University
	Enhancing SUCs Productivity through Smart and Efficient Records Management	10/16/2019	10/18/2019	24	learning	PASUC - National
	Target Setting Workshop	8/20/2018	8/21/2018	16	learning	Visayas State University
	Waitering and Food Handling Training	11/16/2017	11/18/2017	24	learning	Dept. of Tourism Region 8
	Tourism Enterprise Innovation & Self-Reinvention Techniques: Towards Achieving Quality Tourism Services	9/14/2017	9/15/2017	16	learning	Dept. of Tourism Region 8
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/02/2017	03/03/2017	12	learning	Visayas State University
	Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	8	learning	Visayas State University
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16	learning	Anglo Japanese American (AJA) Registrars Inc.
	Procurement Act Orientation	09/09/2015	09/09/2015	8	learning	Visayas State University
	Planning Workshop on the Preparation & Processing of Documents Relative to Procurement	5/27/2015	5/27/2015	4	learning	VSU - Supply Procurement & Property Management Office
	Development Training Program for Administrative Support Services (DTPASS)	10/05/2011	10/06/2011	16	learning	Civil Service Commission Region 8
	Personality & Professional Development for Personal Assistants and Executive Assistants	3/22/2010	3/23/2010	16	learning	Confederation of Scientific & Professional Organizations (COSPO) and Dept. of Science & Technology Reg. 7
	Training on RA 9184 & Its Revised IRR (Module I, II & V)	7/29/2010	7/29/2010	8	learning	DBM Region 8, Government Procurement Policy Board (GPPB) & Visayas State University
	Total Quality Management Training Among Administrative Personnel	11/13/2009	11/14/2009	16	learning	Visayas State University
	Seminar-Workshop on Preparing & Classification & filing Guide Scheme	9/29/2003	10/01/2003	24	learning	Phil. Records Management Association
	Microsoft Excel & Microsoft Word Trainings	06/11/2003	06/12/2003	16	learning	Leyte State University
	Career & Personality Development for Clerk and Other Administrative Staff	5/19/2003	5/20/2003	16	learning	Visayas State College of Agriculture & Civil Service Commission Region 8
	Seminar Workshop on Performance Evaluation (PES)	05/03/2000	05/04/2000	16	learning	VISCA & CSC Region 8
	Computer Training Program on Microsoft Excel '97	11/04/1998	11/06/1998	12	learning	Visayas State College of Agriculture
	Values Orientation Workshop (VOW)	6/17/1998	6/19/1998	24	learning	Visayas State College of Agriculture
	Performance Target Setting/Evaluation & Team Values Integration Seminar	4/18/1997	4/18/1997	8	learning	Visayas State College of Agriculture & VICARP
	Team Building Seminar-Workshop for ViSCA Administrative Staff	02/07/1997	02/08/1997	16	learning	Visayas State College of Agriculture & VICARP
	Seminar-Workshop on Records and Archives Management	10/22/1996	10/24/1996	24	learning	Records Management & Archives Office (RMAO)
	First Annual review & Planning Workshop for ViSCA Administrative and Support Services	8/28/1996	10/24/1996	16	learning	Visayas State College of Agriculture
	Clerical Development Course	2/26/1996	2/28/1996	24	learning	Civil Service Commission Region 8
	Training on Strengthening the Capability of ViSCA's Clerical Staff	6/17/1994 6/25/1994	6/18/1994	24	learning	Visayas State College of Agriculture
	Re-Orientation Seminar for Clerks	06/08/1995	06/08/1995	8	learning	Visayas State College of Agriculture
(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)		
	Reading	Exemplary Non-Academic Performance Award (Non-Supervisory Level)		VSU Administrative Personnel Association		
	Computer Literate			Legion of Mary		
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		9/5/2023		

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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
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>Prof. Francisco G. Gabunada, Jr.</td><td>VSU, Baybay City, Leyte</td><td>none 0908895 1472</td></tr><tr><td>Dr. Santiago T. Peña, Jr.</td><td>VSU, Baybay City, Leyte</td><td>none 0921 0601535</td></tr><tr><td>Dr. Edgardo E. Tulin</td><td>VSU, Baybay City, Leyte</td><td>none 0917 3108081</td></tr></table>		NAME	ADDRESS	TEL. NO.	Prof. Francisco G. Gabunada, Jr.	VSU, Baybay City, Leyte	none 0908895 1472	Dr. Santiago T. Peña, Jr.	VSU, Baybay City, Leyte	none 0921 0601535	Dr. Edgardo E. Tulin	VSU, Baybay City, Leyte	none 0917 3108081
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Prof. Francisco G. Gabunada, Jr.	VSU, Baybay City, Leyte	none 0908895 1472											
Dr. Santiago T. Peña, Jr.	VSU, Baybay City, Leyte	none 0921 0601535											
Dr. Edgardo E. Tulin	VSU, Baybay City, Leyte	none 0917 3108081											
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.													
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: VSU-000282</div> <div>ID/License/Passport No.: N/A</div> <div>Date/Place of Issuance: 10/28/2019 VSU, Visca, Baybay City</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>September 5, 2023</div> <div>Date Accomplished</div>	<div></div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>											
SUBSCRIBED AND SWORN to before me this 07 SEP 2023, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>ATTY. RYSAN C. GUINOCOR VSU Legal Officer</div> <div>Person Administering Oath</div>													