

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	NAYA		
FIRST NAME	ROSEL	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	PITOGO		
3. DATE OF BIRTH (mm/dd/yyyy)	May 25, 1977	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	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Zone 3
7. HEIGHT (m)	5'7	House/Block/Lot No.	Street
8. WEIGHT (kg)	65 kg.	Subdivision/Village	PATAG
9. BLOOD TYPE	"O"	BAYABAY	Barangay
10. GSIS ID NO.	None	City/Municipality	LEYTE
11. PAG-IBIG ID NO.	1212-0391-7039		Province
12. PHILHEALTH NO.	13-000107271-5	ZIP CODE	6521
13. SSS NO.	None	18. PERMANENT ADDRESS	Zone 3
14. TIN NO.	416-332-307	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	None	Subdivision/Village	PATAG
		BAYABAY	Barangay
		City/Municipality	LEYTE
			Province
		ZIP CODE	6521
		19. TELEPHONE NO.	None
		20. MOBILE NO.	09515015278
		21. E-MAIL ADDRESS (if any)	v02214@usv.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	NAYA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Josephine	NAME EXTENSION (JR., SR)	BJANICIA A. NAYA	Jan. 18, 2007
MIDDLE NAME	Arda		WENDY A. NAYA	June 4, 2010
OCCUPATION	House Wife			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	NAYA			
FIRST NAME	RUDOLFO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SANO			
25. MOTHER'S MAIDEN NAME				
SURNAME	PITOGO			
FIRST NAME	TARCELA			
MIDDLE NAME	CAPAROSO			

(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	Pangasuga, Elementary School	Graduated	1984	1988	Graduated	1988	none
SECONDARY	Patag Barangay Hall Community Alearning Center (ALS)	Alternative Learning System (ALS)	Oct. 2023	Sept. 2, 2023	Graduated	Sept. 2, 2023	none
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	N/A	N/A					
GRADUATE STUDIES	N/A	N/A					


(Continue on separate sheet if necessary)

SIGNATURE		DATE	11-8-2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	11-8-2029
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11-8-2024

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[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)
Landscaping	NONE	Farmer, Patag Association
Driving		
Basketball		
Voley Ball		
Singing		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11-8-2024
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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?

b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

☐ 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)?

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: _____

☐ 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?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify: _____

☐ YES☒ NO

If YES, please specify ID No: _____

☐ YES☒ NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
Hon. Allan A. Gumba	Patag, Baybay Baybay City, Leyte	9677704775
Prof. Roden D. Troyo	Bunga, Baybay City, Leyte	9088103741
Engr. Marlon G. Bulas	Ormoc, City	09176341257

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: Philhealth

ID/License/Passport No.: 13-000107271-5

Date/Place of Issuance: Baybay Leyte

Signature (Sign inside the box)

Date Accomplished

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 03 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
YSU Chief Legal Officer

Person Administering Oath

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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: March 16, 2000 to Present
- Position: Garbage Collector
- Name of Office/Unit: Physical Plant Office (PPO)
- Immediate Supervisor: Prof. Roden D. Troyo
- Name of Agency/Organization and Location: VSU, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
- **Garbage Collector**
- **Landscaper**
- **Sweeper**
- **Garbage Maintenance**


ROSEL P. NAYA

(Signature over Printed Name
of Employee/Applicant)

Date: 11-8-2024