

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	LORETO			
FIRST NAME	RUEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SANCHEZ			
3. DATE OF BIRTH (mm/dd/yyyy)	12/10/1979	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:	
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A	
7. HEIGHT (m)	1.645	ZIP CODE	N/A	
8. WEIGHT (kg)	56		House/Block/Lot No.	Street
9. BLOOD TYPE	A		N/A	PATAG
10. GSIS ID NO.	NOT APPLICABLE		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	1212-0573-3936		BAYBAY	LEYTE
12. PHILHEALTH NO.	13-201207835-1	City/Municipality	Province	
13. SSS NO.	N/A	18. PERMANENT ADDRESS	N/A	
14. TIN NO.	288-566-713-000	ZIP CODE	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.			N/A	PATAG
			Subdivision/Village	Barangay
			BAYBAY	LEYTE
			City/Municipality	Province
		19. TELEPHONE NO.	NOT APPLICABLE	
		20. MOBILE NO.	0920 345 1829	
		21. E-MAIL ADDRESS (if any)	roel.loreto@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LORETO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MICHELL	NAME EXTENSION (JR., SR)	ROCHELLE R. LORETO	7/9/2006
MIDDLE NAME	ROCA		JECOB R. LORETO	4/4/2008
OCCUPATION	HOUSE WIFE		BRYAN R. LORETO	6/4/2010
EMPLOYER/BUSINESS NAME	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
BUSINESS ADDRESS	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
TELEPHONE NO.	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
24. FATHER'S SURNAME	LORETO		NOT APPLICABLE	NOT APPLICABLE
FIRST NAME	RAYMUNDO	NAME EXTENSION (JR., SR) SR.	NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME	BARTOLINI		NOT APPLICABLE	NOT APPLICABLE
25. MOTHER'S MAIDEN NAME			NOT APPLICABLE	NOT APPLICABLE
SURNAME	LORETO		NOT APPLICABLE	NOT APPLICABLE
FIRST NAME	VIRGINA		NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME	OQUIAS		NOT APPLICABLE	NOT APPLICABLE

(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	GABAS CENTRAL SCHOOL	ELEMENTARY	1986	1992			
SECONDARY	ALTERNATIVE LEARNING SYSTEM- BAYBAY	SECONDARY	2018	2018			
VOCATIONAL / TRADE COURSE	NOT APPLICABLE	NOT APPLICABLE	Not Applicable	Not Applicable			
COLLEGE	NOT APPLICABLE	NOT APPLICABLE	Not Applicable	Not Applicable			
GRADUATE STUDIES	NOT APPLICABLE	NOT APPLICABLE	Not Applicable	Not Applicable			

(Continue on separate sheet if necessary)

SIGNATURE

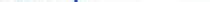
DATE

5/21/25

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	5/22/25
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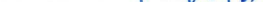
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/22/23
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
REYMAR C. ORIA	VSU	1074
CHRISTY M. DESADES	VSU	1074
LEO A. MAMOLO	VSU	1037

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.



RUEL S. LORETO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	Driver
ID/License/Passport No.:	H12-07-000170
Date/Place of Issuance:	12/10/2031- Baybay LTO

Signature (Sign inside the box)
5/22/25
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 23 MAY 2025, affiant exhibiting his/her validly issued government ID as indicated above.

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Book No.: 28
Series of 2025

ATTY. MICHAEL JUDE E. SABLAN
PUBLIC ATTORNEY I
PURSUANT TO R.A. 9406
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: January 1, 2019 – Present
- Position: Utility
- Name of Office/Unit: VSU Laboratory High School
- Immediate Supervisor: Reyamar C. Oria
- Name of Agency/Organization and Location: VSU, Baybay City Leyte
- Summary of Actual Duties
 1. Constant repair of High School Building
 2. Maintaining the cleanliness of the surroundings
 3. Painting of the Classrooms
 4. Construction and repairs of Covered walks, booth, and school nursery
 5. Performs other functions assigned by the Head

- Duration: January 31, 2017 – December 31, 2018
- Position: Utility
- Name of Office/Unit: VSU TBI
- Immediate Supervisor: Allan Loreto
- Name of Agency/Organization and Location: VSU, Baybay City Leyte
- Summary of Actual Duties
 1. Constant repair of TBI Department Building
 2. Maintaining the cleanliness of the surroundings
 3. Painting of the Classrooms
 4. Construction and repairs of Covered walks, booth, and
 5. Performs messengerial task
 6. Performs other functions assigned by the Head

- Duration: March 1, 2028 – December 31, 2016
- Position: Painter
- Name of Office/Unit: VSU Physical Plant Office
- Immediate Supervisor: Engr. Mario Valenzona
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte
- Summary of Actual Duties
 1. Facilitates for each Department upon their requests for painting jobs upon the mandates of the Head.
 2. Facilitates for each Departments upon their request for repairs and carpentry upon the maNdates of the Head.



RUEL S. LORETO

(Signature over Printed Name
of Employee/Applicant)

Date: 05/21/28