

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	DIDAL		
FIRST NAME	FLORANTE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUBAT		
3. DATE OF BIRTH (mm/dd/yyyy)	11/26/1975	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 type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines
7. HEIGHT (m)	1.651	ZIP CODE	671 A. Bonifacio st.
8. WEIGHT (kg)	66		House/Block/Lot No. Street
9. BLOOD TYPE	"O"		NA Brgy. Zone 12
10. GSIS ID NO.	CRN-011-1171-5258-1		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1211-7358-9264		Baybay City Leyte
12. PHILHEALTH NO.	13-050039495-2	City/Municipality Province	6521
13. SSS NO.	NA	18. PERMANENT ADDRESS	671 A. Bonifacio st.
14. TIN NO.	433-724-752	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00903		NA Brgy. Zone 12
			Subdivision/Village Barangay
			Baybay City Leyte
			City/Municipality Province
		6521	
		19. TELEPHONE NO.	NA
		20. MOBILE NO.	09069093816
		21. E-MAIL ADDRESS (if any)	floridakeziah@g.mail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	DIDAL		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AIDA	NAME EXTENSION (JR., SR)	RAPHAEL MIGUEL M. DIDAL	1/22/2012
MIDDLE NAME	MENDOZA		FLORIDA KEZIAH M. DIDAL	11/21/2014
OCCUPATION	HOUSEWIFE		NATHANIEL MIGUEL M. DIDAL	3/12/2017
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	DIDAL			
FIRST NAME	OSCAR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ALKUINO			
25. MOTHER'S MAIDEN NAME				
SURNAME	GUBAT			
FIRST NAME	AVELINA			
MIDDLE NAME	TARINQUE			

(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 North Central School	Primary Education	1982-1983	1987-1988		1988	With Honors
SECONDARY	Franciscan College of the Immaculate Coception (FCIC)	High School	1988-1989	1991-1992		1992	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA		NA	NA
COLLEGE	Franciscan College of the Immaculate Coception (FCIC)	BACHELOR OF SCIENCE IN LIBERAL ARTS MAJOR IN ENGLISH	1992-1993	1995-1996		1996	NA
GRADUATE STUDIES	NA	NA	NA	NA		NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 5, 2023
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[illegible]

## V. WORK EXPERIENCE

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	April 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		
	NA	NA	NA	NA	NA

(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	24.0	Management	Personnel Officers Association of the Philippines, Inc
	Oreintation/Re-orientaion of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedures Manuals and Guidelines	9/7/2022	9/7/2022	8.0	Technical	Visayas State University
	2022 Regional Congress of Human Resource Management Practitioners in Eastern Visayas	8/24/2022	8/26/2022	16.0	Leadership & Management	Civil Service Commission Regional Office VIII
	MANAGING GOVERNMENT RECORDS AND HRIS	6/8/2022	6/10/2022	24.0	Technical	Personnel Officers Association of the Philippines, Inc
	Seminar on the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)	4/6/2022	4/7/2022	16.0	Technical	Civil Service Commission Regional Office VIII
	Introduction to Cybersecurity (ITC 2019-04) scheduled on September 2-3, 2019	9/2/2019	9/3/2019	16.0	Technical	ICT Literacy and Competency Development Bureau, DICT
	Working Towards Personal Effectiveness	11/20/2018	11/23/2018	32.0	Managerial	Personnel Officers Association of the Philippines, Inc
	Target Setting Workshop	8/21/2018	8/22/2018	16.0	Technical	Office of the Director for Administration & Human Resource Development
	Orientation on The PRIME-HRM of the Civil Service Commission	8/7/2018	8/7/2018	8.0	Technical	Office of the Director for Administration & Human Resource Development
	Leave Administration Course for Effectiveness	9/27/2017	9/28/2017	16.0	Technical	Rey Albert B. Uy, CSC Field Director
	Orientation on Probationary Period Among New Permanent Faculty & Staff	9/20/2016	9/20/2016	4.0	Technical	Office of the Director for Administration & Human Resource Development
	Job Induction & Orientation/Reorientation of Newly Promoted Faculty & Staff	9/5/2016	9/5/2016	8.0	Technical	Office of the Director for Administration & Human Resource Development
	Writeshop on Quality Procedure	7/13/2016	7/14/2016	16.0	Technical	Office of the Director for Administration & Human Resource Development

(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)
	Cooking		NA		San Vicente de Doce Integrated Society
	Singing		NA		The Thieg Choir
	Watching Anime				LSU Administrative Personnel Association
	Reading Online Manga				VSU Credit Cooperative

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 5, 2023
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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

☐ YES ☒ NO

If YES, give details:

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

☐ YES ☒ NO

If YES, give details:

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

☐ YES ☒ NO

☒ YES ☐ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
Teresita L. Quiñanola	Hipusgo, Baybay City, Leyte	9981517122
Ma. Epifania G. Ttudud	Visca, Baybay City, Leyte	9173052302
Regina C. Bibera	Brgy. Candadam, Baybay City, Leyte	9067679225

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: **GSIS**

ID/License/Passport No.: **0111-1715258-1**

Date/Place of Issuance: **Ormoc City, Leyte, Philippines**

Signature (Sign inside the box)

4/5/23

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this **04 MAY 2023**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR  
V.S. 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 for.

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 starting with the most recent/present employment

- Duration: January 1, 2015 –February 28, 2016
- Position: Admin. Aide III (J.O. Status)
- Name of Office/Unit: PRPEO
- Immediate Supervisor: Teresita L. Quiñanola
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
  - Responsible for the processing of Leave Applications, Computation and posting of Tardiness and Undertime of employees to their individual leave card.

- Duration: March 1, 2016 – March 15, 2017
- Position: Admin. Aide III (Permanent Status)
- Name of Office/Unit: PRPEO
- Immediate Supervisor: Teresita L. Quiñanola
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
  - Responsible for performing administrative and technical tasks such as Leave Administration, Preparation of Payrolls for Part-time Instructors and Casual/Contractual Employees, attending to queries related to Leave and Compensation Benefits and other HR matters.

- Duration: March 16, 2017 – April 30, 2022
- Position: Admin. Aide IV (Permanent Status)
- Name of Office/Unit: PRPEO / OHPLB
- Immediate Supervisor: Teresita L. Quiñanola / Regina C. Bibera
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
  - Responsible for performing administrative and technical tasks such as Leave Administration, Preparation of Payrolls for Part-time Instructors and Casual/Contractual Employees, NOSA and NOSI preparation, and Identification of

employees who are qualified to received Loyalty Awards.

- Computes salary adjustments for Budgetary Requests and for salary differentials due to NOSI (meritorious and length of service) NOSA.
- Approves/confirms GSIS loan application and attend meetings related to GSIS remittances and benefits Alternate AAO, attend to queries related to Leave and Compensation Benefits and other HR matters.

- Duration: May 1, 2022 – Present
- Position: Admin. Aide IV (Permanent Status)
- Name of Office/Unit: OHPLB
- Immediate Supervisor: Regina c. Bibera
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Take charge in approving/confirming HRIS Request such as, Leave Applications, Log Appeals, Work Schedules, Overtime Works, Official Business Travels and Work From Home.
- Take charge in the updating of leave balances, NOSI, NOSA and Service Record in the new HR system.
- Headed up in the timely and orderly the preparation of Payroll for Casual/Contractual Employees and Part-time Instructors.
- Computes salary adjustments for Budgetary Requests and for salary differentials due to NOSI (meritorious and length of service) NOSA and back premium deductions and WTax.
- Performs other administrative and technical tasks such as Leave Administration, Salary Computation for Part-time Instructors, Payroll preparation for Overload Pay of Instructors, NOSA and NOSI preparation, and Identification of employees who are qualified to received Loyalty Awards.
- Approves/confirms GSIS loan application and attend meetings related to GSIS remittances and benefits Alternate AAO, attend to queries HRIS System, and Leave and Compensation Benefits and other HR matters.

  
**FLORANTE G. DIDAL**

(Signature over Printed Name  
of Employee/Applicant)

Date: April 5, 2023