

# 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	DOHILING		
FIRST NAME	RAQUEL	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	HERAMIS		
3. DATE OF BIRTH (mm/dd/yyyy)	4/10/1980	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, 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	APARTMENT 44 KILBOURNE DRIVE House/Block/Lot No. Street VSU LOWER CAMPUS PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52 m	ZIP CODE	6521
8. WEIGHT (kg)	45 kg	18. PERMANENT ADDRESS	House/Block/Lot No. Street TAHUD Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6522
10. GSIS ID NO.	80041000353	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1210-3529-0451	20. MOBILE NO.	0951 0344 062 (TNT)
12. PHILHEALTH NO.	19-089517165-8	21. E-MAIL ADDRESS (if any)	raquel.dohiling@vsu.edu.ph
13. SSS NO.	06-1902254-7		
14. TIN NO.	221-137-714		
15. AGENCY EMPLOYEE NO.	V-000596		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DOHILING		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	OMAR	NAME EXTENSION (JR., SR)	YUI H. DOHILING	08/18/2006
MIDDLE NAME	REBIGAN		JOY H. DOHILING	10/10/2007
OCCUPATION	SEAFARER			
EMPLOYER/BUSINESS NAME	KNUTSEN PHILIPPINES INC.			
BUSINESS ADDRESS	THE GREGORIAN BUILDING, 2178 TAFT AVENUE, MANILA, PHILIPPINES			
TELEPHONE NO.	TEL: (+632) 527-8556 / FAX: (+632) 526-6801			
24. FATHER'S SURNAME	HERAMIS			
FIRST NAME	AGUSTIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DELA PEÑA			
25. MOTHER'S MAIDEN NAME				
SURNAME	PELESCO			
FIRST NAME	TEOFILA			
MIDDLE NAME	AÑONUEVO			

(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	TAHUD ELEMENTARY SCHOOL	PRIMARY EDUCATION	01/06/1986	03/25/1992	GRADUATED	1992	SALUTATORIAN
SECONDARY	CONALUM NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	01/06/1992	03/25/1996	GRADUATED	1996	1ST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	AMA COMPUTER LEARNING CENTER	MS OFFICE 2000	01/04/2000	05/31/2000	N/A	2000	N/A
COLLEGE	UNIVERSITY OF SAN JOSE-RECOLETOS	BSC-FINANCE	01/06/1996	03/25/2000	GRADUATED	2000	NONE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT	01/06/2009	2014	42 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 8, 2021
-----------	---	------	------------------



**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					

*(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			
	Webinar on Know Your Money and Counterfeit Detection	02/26/2021	02/26/2021	8	Technical	Bankers Institute of the Philippines, Inc.
	Training on Cash Management and Control System	09/17/2019	09/19/2019	24	Technical	Commission on Audit RO No. VIII (COA), Candahug, Palo, Leyte
	POAP Seminar on "Problem Solving and Decision Making"	06/11/2018	09/11/2018	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP), Palmas Del Mar, Bacolod City
	3rd Quarterly Seminar and Meeting with the theme: "Steering and Managing Public Financial Management/Governance Reforms in the Transition Year"	16/11/2016	19/11/2016	32	Supervisory	Philippine Association for Government Budget Administration (PAGBA), Inc., Grand Men Seng Hotel, Davao City

*(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)
	CAN SWIM, CAN DRIVE LIGHT VEHICLES, COMPUTER LITERATE, CAN OPERATE OFFICE EQUIPMENTS/MACHINES (like PRINTER, LCD, OVERHEAD PROJECTOR, COMPUTER, PHOTOCOPIER, MIMEOGRAPHING MACHINE ETC.)		MODEL CLERK AWARD 2010 and LOYALTY AWARD (awarded by Visayas State University)		VSU Administrative Personnel Association (VSU-AdPA)

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	November 8, 2021
------------------	---	-------------	------------------

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?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  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)?  YES  NO

If YES, give details: \_\_\_\_\_

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: \_\_\_\_\_

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?  YES  NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
BEATRIZ S. BELONIAS, Ph.D.	Office of the Vice President for Instruction, VSU	09173113309
ANTONIO P. ABAMO, Ph.D.	College of Management & Econ., VSU	09209835693
LOUELLA C. AMPAC, C.P.A	Director of Finance	09175423297



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: **Driver's License - Non-Professional**

ID/License/Passport No.: **H12-16-001685**

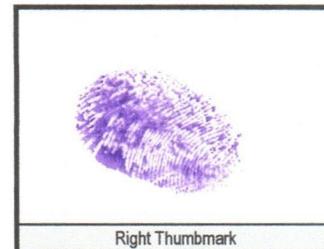
Date/Place of Issuance: **April 10, 2019 / Baybay City, Leyte**



Signature (Sign inside the box)

**11/8/2021**

Date Accomplished



SUBSCRIBED AND SWORN to before me this 11/8/2021, affiant exhibiting his/her validly issued government ID as indicated above.

  
**ATTY. RYSAL L. GUINOCOR**  
 VSU Chief Legal Officer  
 Person Administering Oath