

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	RESTOR		
FIRST NAME	CHRISTAN MIKHAEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DIAZ		
3. DATE OF BIRTH (mm/dd/yyyy)	10/16/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.73	17. RESIDENTIAL ADDRESS	Cottage #6 Spillway Rotunda House/Block/Lot No. Street VSU lower campus Brgy. Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
8. WEIGHT (kg)	80	ZIP CODE	6521a
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Cottage #6 Spillway Rotunda House/Block/Lot No. Street VSU lower campus Brgy. Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521a
11. PAG-IBIG ID NO.	1212-0914-1945	19. TELEPHONE NO.	563-7415
12. PHILHEALTH NO.	12-051233407	20. MOBILE NO.	09088103727
13. SSS NO.	06-3408350-3	21. E-MAIL ADDRESS (if any)	mikhael.restor@gmail.com
14. TIN NO.	439-649-413		
15. AGENCY EMPLOYEE NO.	None		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	RESTOR			
FIRST NAME	BENJAMIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LAGUNA			
25. MOTHER'S MAIDEN NAME				
SURNAME	DIAZ			
FIRST NAME	WILMA			
MIDDLE NAME	BERDIJO		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	GRADE 1-6	1999	2005	Graduated	2005	N/A
SECONDARY	VISAYAS STATE UNIVERSITY- LABORATORY HIGHSCHOOL	HIGH-SCHOOL 1ST-4TH YEAR	2005	2009	Graduated	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERISTY (main campus)	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2009	2013	Graduated	2013	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERISTY (main campus)	MASTER IN MANAGEMENT MAJOR IN BUSINESS MANAGEMENT	2015	2020	Graduated	2020	N/A

SIGNATURE		DATE	11-15-2024
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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.

28.	INCLUSIVE DATES				SALARY/ JOB/PAY	
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(Continue on separate sheet if necessary)			
SIGNATURE		DATE	11-15-2024

[illegible]

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)

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
SPORTS	None	VSU VARSITY COACH
MUSIC		
DIGITAL ARTS		
WEB DESIGN		

SIGNATURE		DATE	11-15-2024
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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

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| <ul style="list-style-type: none"> • Duration: 2023 – present • Position: Administrative Assistant II • Name of Office/Unit: Computer Section • Immediate Supervisor: Raymund M. Igcasama • Name of Agency/Organization and Location: Office of the University Registrar
 • List of Accomplishments and Contributions (if any) <ul style="list-style-type: none"> ○ Improved office procedures ○ Information System Support ○ Provide Data request from different offices ○ Generate and provide analytics Report ○ Improved Registrar Services procedure ○ Help to improve Online software system
 • Summary of Actual Duties <ul style="list-style-type: none"> ○ Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data request and Produce document request | <ul style="list-style-type: none"> • Duration: 2020 – present • Position: Administrative Aide III • Name of Office/Unit: Computer Section • Immediate Supervisor: Marwen A. Castañeda • Name of Agency/Organization and Location: Office of the University Registrar
 • List of Accomplishments and Contributions (if any) <ul style="list-style-type: none"> ○ Improved enrolment procedures ○ Information System Support ○ Provide Data requirements ○ Generate and provide analytics ○ Improved Registrar Services procedure ○ Help to improve Online software system
 • Summary of Actual Duties <ul style="list-style-type: none"> ○ Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data request and Produce document request. |
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- Duration: 2017 – 2020
- Position: IT support staff
- Name of Office/Unit: Computer Section
- Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Office of the University Registrar
 - List of Accomplishments and Contributions (if any)
 - Improved enrollment procedures
 - Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data request and Produce document request

- Duration: 2014 – 2017
- Position: Administrative Assistant
- Name of Office/Unit: Alumni Community Relations Office
- Immediate Supervisor: Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Produce ID for University Alumni
 - Update Database for University Alumni
 - Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., Network Connection, Lay outing and design different visual materials, photography and documentation


CHRISTAN MIKHAEL D. RESTOR
(Signature over Printed Name
of Employee/Applicant)

Date: November 15, 2024