

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	Seville		
FIRST NAME	Marily		NAME EXTENSION (JR., SR)
MIDDLE NAME	Villacorte		N/A
3. DATE OF BIRTH (mm/dd/yyyy)	12/8/1980	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	WLPH, Baybay Leyte	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" 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"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.52	17. RESIDENTIAL ADDRESS	Claro M. Recto Street
8. WEIGHT (kg)	45	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	O		Zone 20
10. GSIS ID NO.	N/A		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1211-8489-5963		Baybay City Leyte
12. PHILHEALTH NO.	03-050900299-8		City/Municipality Province
13. SSS NO.	06-2338630-5	18. PERMANENT ADDRESS	Claro M. Recto Street
14. TIN NO.	435-387-365	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	N/A		Zone 20
			Subdivision/Village Barangay
			Baybay City Leyte
			City/Municipality Province
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	0909 882 1360		
21. E-MAIL ADDRESS (if any)	marily.seville@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Seville		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Anastacio	NAME EXTENSION (JR., SR)	Anmari Joyce Villacorte Seville	17/02/2007
MIDDLE NAME	Puda	III	Marian Joy Villacorte Seville	28/03/2009
OCCUPATION	N/A		Reco Villacorte	11/04/2021
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Villacorte (Deceased)			
FIRST NAME	Antonio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Braga	N/A		
25. MOTHER'S MAIDEN NAME				
SURNAME	Laurente			
FIRST NAME	Lilia			
MIDDLE NAME	Quinte			

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	Carlos P. Garcia Elem. School	N/A	1986	1993	N/A	1993	1st Honorable Mention
SECONDARY	Baybay National High School	N/A	1993	1997	N/A	1997	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Leyte State University (now Visayas State University)	BS in Agriculture major in Agricultural Economics	1997	2002	N/A	2002	Academic B Grant
GRADUATE STUDIES	N/A		N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	1/2/24
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Agriculturists Licensure Examination		07/07/2003	Cebu	0040729	12/08/2026

(Continue on separate sheet if necessary)


V. WORK EXPERIENCE



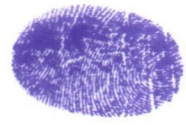
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
8/1/2023	Present	Administrative Aide III (Clerk I)	Visayas State University - Office of the Head of Recruitment, Selection, Placement & Personnel Records	P14,677.96	3	Casual	Y
5/3/2021	7/31/2023	Administrative Aide III (Clerk I)	Visayas State University - Office of the Head of Recruitment, Selection, Placement & Personnel Records	P13,572.00	3	Casual	Y
7/1/2019	4/30/2021	Administrative Aide (Clerk)	Visayas State University - Office of the Head of Recruitment, Selection, Placement & Personnel Records	P9,961.20	N/A	Job Order	Y
4/1/2018	6/30/2019	Science Research Assistant	Visayas State University - Office of the Vice President for Research & Extension	P12,000.00	N/A	Job Order	Y
6/1/2017	12/31/2017	Science Research Technician II	Department of Agriculture - Regional Field Office VIII	P18,000.00	N/A	Contractual	Y
1/1/2015	12/31/2015	Coconut Development Officer	Philippine Coconut Authority	P15,000.00	N/A	Contractual	Y
6/1/2012	6/31/2014	Head Cashier	Mang Inasal, Philippines	P7,000.00	N/A	Contractual	N
10/1/2010	3/31/2011	Cashier	Prince Warehouse Club, Inc.	P7,000.00	N/A	Contractual	N
5/4/2004	10/31/2005	Enterprise Development Officer (Loan Officer)	Community Economic Ventures, Inc. (Microfinance Organization)	P8,000.00	N/A	Regular	N
9/1/2003	2/29/2004	Cashier	Metro Gaisano Ayala	P6,000.00	N/A	Contractual	N
7/1/2002	9/31/2002	Research Assistant	Department of Agriculture - Eastern Visayas Integrated Agricultural Research Center	P5,000.00	N/A	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/2/24
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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			
	N/A	N/A	N/A	N/A	N/A	
(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			
	Virtual 5S Training	11/29/2023	11/29/2023	8	Technical	Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	8/29/2023	8/29/2023	8	Technical	Visayas State University
	Assertive, Oral and Written Communication Skills	8/24/2022	8/26/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. / VSU
	Managing Government Records and Human Resource Information System	6/8/2022	6/10/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. / VSU
	Virtual Data Privacy Act of 2012 Awareness Seminar	4/7/2022	4/7/2022	8	Technical	Visayas State University
	VSUCC Basic Cooperative Course Seminar	6/15/2019	6/15/2019	8	Technical	VSUCC, VSU, Visca, Baybay City, Leyte
	30th Joint VICARP and RRDEN Symposium	21/11/2018	23/11/2018	24	Technical	VICARP & RRDEN
	Workshop on Participatory Assessment of the Gains, Challenges and Opportunities in Piloting Effective Models of ISARD	19/11/2018	20/11/2018	16	Technical	SEARCA
	Fruit Trees Establishment and Validation of Farms	10/26/2018	10/26/2018	8	Technical	CHED / VSU / VICARP
	Training Course on Research and Development (R&D) Project Implementation Management	04/09/2018	9/7/2018	32	Technical	ISO 9001:2008/ VSU/ VICARP/ PHILARM
	Development of a Seasonal Precipitation Forecast for Region VIII, Eastern Visayas	31/08/2018	31/08/2018	8	Technical	Artur Kauter of Technische Hochschule Koln, Germany
	Identification and Tagging of Baybay Tall Coconut Varieties	19/07/2018	19/07/2018	8	Technical	Visayas State University / Philippine Coconut Authority
	Ecological Research: Methods and Data Analysis	06/07/2018	06/07/2018	8	Technical	Visayas State University
	Seed Production and Conservation (Corn Germplasm Utilization through Advanced Research and Development - CGUARD)	06/12/2017	07/12/2017	16	Technical	Department of Agriculture / UP Los Baños / CGUARD
	Excellence in Your Workplace Seminar - 2005	01/10/2005	01/10/2005	8	Technical	OMF Literature, Inc.
	Course on Enterprise Development using the Competency-based Economies	29/11/2004	03/12/2004	40	Technical	Community Economic Ventures, Inc
	Intensive Training for Enterprise Development Officer	25/05/2004	07/06/2004	112	Technical	Community Economic Ventures, Inc
	Vacation Church School Teacher's Training Workshop	05/04/2004	07/04/2004	24	Technical	United Church of Christ in the Philippines-SWLC, Maasin 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)	
	Basic computer operations		N/A		VSU- Administrative Personnel Association (AdPA)	
	Geotagging				Visayas State University Credit Coop. (VSUCC)	
	Sewing				Baybay Women's Association	
	Reading				Gamma Pi Epsilon	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	11/2/24	

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 checked="" 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: 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Resignation from service in the private sector/ End of contract in both pvt. & government sector	
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 YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: On process	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Ms. Jennifer E. Ando	VSU, Visca, Baybay City, Leyte	N/A
Dr. Christy M. Desades	VSU, Visca, Baybay City, Leyte	N/A
Ms. Carmelita C. Tito	Zone 20, Baybay City, Leyte	N/A
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.		 MARILY V. SEVILLE
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID ID/License/Passport No.: 0040729 Date/Place of Issuance: 4/17/2023	 Signature (Sign inside the box) 1/2/24 Date Accomplished	 Right Thumbmark
SUBSCRIBED AND SWORN to before me this 04 JAN 2024		
Affiant exhibiting his/her validly issued government ID as indicated above.		
<div>Atty. E. San C. Guinocor VSU Chief Legal Officer</div> <div>Person Administering Oath</div>		

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: August 1, 2023 – Present
 - Position: Administrative Aide III (Clerk I)
 - Name of Office/Unit: University Review Services
 - Immediate Supervisor: Dr. Christy M. Desades
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - N/A
 - Summary of Actual Duties
 - Responsible in preparing, recording and releasing all financial and administrative documents, facilitate and assist in meetings, maintaining licensure examination database and experts database
-
- Duration: July 1, 2019 – July 31, 2023
 - Position: Administrative Aide III (Clerk I)
 - Name of Office/Unit: Recruitment, Selection, Placement & Personnel Records Office
 - Immediate Supervisor: Ms. Honey Sofia V. Colis/Ms. Jennifer E. Ando/Ms. Miriam M. De La Torre
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Developed a Hiring Matrix
 - Summary of Actual Duties
 - Responsible in the profiling of applicants for vacant positions, initial assessment of credentials of applicants and next-in-rank staff, conduct skills test, and in the final comparative assessment of shortlisted candidates for vacant positions.



MARILY V. SEVILLE

(Signature over Printed Name
of Employee/Applicant)

Date: 1/2/24