

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	LIONG		
FIRST NAME	LIONEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	HOYLA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/22/1982	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 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)	1.66	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	67		SITIO LAPAWON STO. ROSARIO
9. BLOOD TYPE	B+		Subdivision/Village Barangay
10. GSIS ID NO.	n/a		BAYBAY LEYTE
11. PAG-IBIG ID NO.	121208787300	18. PERMANENT ADDRESS	City/Municipality Province
12. PHILHEALTH NO.	13-050144519-4	ZIP CODE	House/Block/Lot No. Street
13. SSS NO.	n/a		SITIO LAPAWON STO. ROSARIO
14. TIN NO.	461-237-968		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	n/a		BAYBAY LEYTE
16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	19. TELEPHONE NO.	n/a
17. RESIDENTIAL ADDRESS		20. MOBILE NO.	09068235439
18. PERMANENT ADDRESS		21. E-MAIL ADDRESS (if any)	liong.lionel@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Villacura	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Christal	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Alcasoda	CHARLIEL JOHN V. LIONG	04/05/2012
OCCUPATION	n/a	CHARL LIONARD V. LIONG	07/11/2022
EMPLOYER/BUSINESS NAME	n/a		
BUSINESS ADDRESS	n/a		
TELEPHONE NO.	n/a		
24. FATHER'S SURNAME	LIONG		
FIRST NAME	LUCIANO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUCELA		
25. MOTHER'S MAIDEN NAME			
SURNAME	HOYLA		
FIRST NAME	BELINA		
MIDDLE NAME	BALAD		

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 SOUTH CENTRAL SCHOOL	ELEMENTARY	1992	1995	N/A	1995	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1995	1999	N/A	1999	N/A
VOCATIONAL / TRADE COURSE	ORMOC INTERNATIONALOrmoc International Polytechnic Academy	Health Care Service NCII	Feb. 2010	July 2010	N/A	2010	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ASSOCIATE IN COMPUTER TECHNOLOGY	1999	2012	N/A	UNDERGRAD	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	January 4, 2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>LD</i>	DATE	January 4, 2024
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(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)
Computer skills	n/a	n/a
Typing		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 4, 2024
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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

If YES, give details:

☐ 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)?

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:

☐ 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?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES


☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
HONEY SOFIA V. COLIS	VSU, VISCA Baybay City, Leyte	563-7323
JENNIFER E. ANDO	VSU, VISCA Baybay City, Leyte	1060 IP
MA. FE L. GAYANILO	VSU, VISCA Baybay City, Leyte	9778313300

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.



DP-ID

LIONEL H. LIONG

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: TIN NO.


ID/License/Passport No.: 461-237-968

Date/Place of Issuance: Ormoc City

Signature (Sign inside the box)

January 4, 2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 01 FEB 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN L. GUINOCOR

VSU 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 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: February 2019 – present
- Position: Data Entry Machine Operator I
- Name of Office/Unit: Office of the Director for Administration & Human Resource Development
- Immediate Supervisor: Ms. Honey Sofia V. Colis
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

Prepare, organize, and encode human resource data for migration to the database. Gather MIS data from VSU departments, units, and offices. Gather relevant data for PRIME -HRM Level III assessment. Perform messengerial services in the absence of the person assigned. Performs other functions as assigned by the superiors.

- Summary of Actual Duties

Prepare, organize, and encode human resource data for migration to the database. Gather data and encode PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP) in the system. BOR resolution in Google Drives. Scanned and photocopy publication/job posting and publish the vacant position in HRIS website and bulletin board. Performs other functions as assigned by the superiors.

- Duration: February 2017 – January 2019
- Position: Administrative Aide III
- Name of Office/Unit: Office of the Director for Administration & Human Resource Development
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

To gather and compile documents needed for the Level III assessment under Prime HRM. Assist in encoding of data of faculty & staff in the e-GMIS and provide/encode data needed in the design of the integrated HR Information system. To do other tasks related to Prime HRM accreditation.

- Summary of Actual Duties

To gather and compile documents needed for the Level III assessment under Prime HRM. Maintain the filing systems of the office specially the Learning and Development documents. Assist in the facilitation of in-house training. Performs other functions as assigned by the superiors and other office staff.


LIONEL H. LIONG

(Signature over Printed Name
of Employee/Applicant)

Date: December 18, 2023