

# 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.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	ACILO			
FIRST NAME	VIRGILIO		NAME EXTENSION (JR., SR)	
MIDDLE NAME	CAJERIC			
3. DATE OF BIRTH	3/4/1962	16. CITIZENSHIP	<input type="checkbox"/> FILIPINO <input type="checkbox"/> DUAL CITIZENSHIP	
4. PLACE OF BIRTH	BARANGAY HIGOLOAN BAYBAY CITY, LEYTE	Pls. indicate country:		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Philippines		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others	17. RESIDENTIAL ADDRESS		
		House/Block/Lot No. Street		
		BARANGAY BUNGA		
		Subdivision/Village Barangay		
		BAYBAY CITY LEYTE		
		City/Municipality Province		
7. HEIGHT (m)	5'4"	18. PERMANENT ADDRESS		
8. WEIGHT (kg)	70 KG.	House/Block/Lot No. Street		
9. BLOOD TYPE	"O"	BARANGAY BUNGA		
10. GSIS ID NO.	CM-3880070	Subdivision/Village Barangay		
11. PAG-IBIG ID NO.	1700 0023 9214	BAYBAY CITY		
12. PHILHEALTH NO.	13-000014908-0	City/Municipality Province		
13. SSS NO.	03-5975485-1	ZIP CODE 6521-A		
14. TIN NO.	116-622-433	19 TELEPHONE NO.		
15. AGENCY EMPLOYEE NO.	V-000559	20. MOBILE NO. 0965 7022 305		
		21. E-MAIL ADDRESS (IF ANY) virgilioacilo@vsu.edu.ph.com		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LIBRES	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH
FIRST NAME	ANNALIE	1. HENRY FRANCIS P. ACILO	February 05, 1988
MIDDLE NAME	GUARDADOS	2. VIRCILYN CAMELLE P. ACILO	November 6, 1995
OCCUPATION	HOUSEKEEPER		
EMPLOYER/BUSINESS	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	ACILO		
FIRST NAME	VICENTE (DECEASED)		
MIDDLE NAME	LOGO		
25. MOTHER'S MAIDEN NAME			
SURNAME	CAJERIC		
FIRST NAME	ZOSIMA (DECEASED)		
MIDDLE NAME	VITALLA		

(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COUR SE	PERIOD OF ATTENDANCE	HIGHEST LEVEL/ EARNED (if not graduated)	UNITS
ELEMENTARY	BARANGAY BUNGA BAYBAY CITY, LEYTE	ELEMENTARY	1969 1975	PRIMARY EDUCATION	
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1976 1980	HIGH SCHOOL	
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR SECRETARIAL	1982 1987	VOCATIONAL	
COLLEGE	N/A	N/A		N/A	
GRADUATE STUDIES	N/A	N/A		N/A	

(Continue on separate sheet if necessary)

SIGNATURE	VIRGILIO C. ACILO	12/04/2023		CS FORM 212 (Revised 2017), Page 1 of 4
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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	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
			NUMBER	Date of Validity
NON-PROFESSIONAL DRIVER'S LICENSE			HO3-04-001181	3/4/2024

(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: "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/18/2023	UP TO PRESENT	Administrative Aide III	Records and Archives Office	667.18	SG-3	casual	Y
1/03/2022	1/18/2023	Administrative Aide III	Records and Archives Office	642.05	SG-3	casual	Y
1/1/2021	12/31/2021	Administrative Aide III	Records and Archives Office	616.91	SG-3	casual	Y
1/1/2020	12/31/2020	Administrative Aide III	Records and Archives Office	591.77	SG-3	casual	Y
1/1/2018	12/31/2019	Administrative Aide III	Records Office and Archives Center	566.64	SG-3	casual	Y
1/1/2017	12/31/2017	Administrative Aide III	Records Office and Archives Center	517.59	SG-3	casual	Y
1/1/2016	12/31/2016	Administrative Aide III	Records Office and Archives Center	494.68	SG-3	casual	Y
1/1/2014	12/31/2015	Administrative Aide III	Records Office and Archives Center	472.77	SG-3	casual	Y
7/1/2013	12/31/2013	Administrative Aide III	Records Office and Archives Center	437.64	SG-3	casual	Y
1/1/2011	6/30/2013	Administrative Aide III	Records Office and Archives Center	402.45	SG-3	casual	Y
4/1/2010	12/31/2010	Administrative Aide III	Records Office and Archives Center	367.27	SG-3	casual	Y
7/1/2008	12/31/2009	Administrative Aide III	Records Office and Archives Center	332.14	SG-3	casual	Y
7/1/2007	6/30/2008	Administrative Aide III	Records Office and Archives Center	301.95	SG-3	casual	Y
3/1/2004	6/30/2007	Administrative Aide III	Records Office and Archives Center	274.50	SG-3	casual	Y
1/1/2004	2/29/2004	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2003	12/31/2003	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
1/1/2003	6/30/2003	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2003	12/31/2002	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2002	6/30/2002	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
7/1/2001	12/31/2001	Clerk I	Supply Property Management Division	274.50	SG-3	casual	Y
1/1/2000	6/30/2001	Clerk I	Supply Property Management Division	261.41	SG-3	casual	Y
1/1/1999	12/31/1999	Clerk I	Supply Property Management Division	237.64	SG-3	casual	Y
7/1/1998	12/31/1998	Clerk I	Supply Property Management Division	237.64	SG-3	casual	Y
1/1/1998	6/30/1998	Clerk I	Supply Property Management Division	237.64	SG-3	casual	Y
1/1/1997	12/31/1997	Clerk I	Supply Property Management Division	237.64	SG-3	casual	Y
1/1/1996	12/31/1996	Clerk I	Supply Property Management Division	225.27	SG-3	casual	Y
1/1/1995	12/31/1995	Clerk I	Supply Property Management Division	179.82	SG-3	casual	Y
1/1/1994	12/31/1994	Clerk I	Supply Property Management Division	134.36	SG-3	casual	Y
1/1/1993	12/31/1993	Clerk I	Supply Property Management Division	98.00	SG-3	casual	Y
1/1/1991	12/31/1992	Clerk I	Supply Property Management Division	98.00	SG-3	casual	Y
7/1/1989	12/31/1990	Clerk I	Supply Property Management Division	98.00	SG-3	casual	Y
12/14/1987	6/30/1989	Clerk Aide	Supply Property Management Division	32.85	SG-3	casual	Y
3/1/1987	12/13/1987	Clerk Aide	Supply Property Management Division	22.90	SG-3	casual	Y
7/1/1986	2/28/1987	Clerk Aide	Supply Property Management Division	19.90	SG-3	casual	Y
1/1/1985	6/30/1986	Clerk Aide	Supply Property Management Division	18.10	SG-3	casual	Y
5/1/1984	12/31/1984	Clerk Aide	Supply Property Management Division	16.45	SG-3	casual	Y
8/12/1983	4/30/1984	Clerk Aide	Supply Property Management Division	14.95	SG-3	casual	Y
4/8/1981	3/3/1982	Sales Agent	Singer Sewing Machine Appliance Center	commission basis	N/A	Contractual	

(Continue on separate sheet if necessary)

SIGNATURE	VIRILIO C. ACILO	DATE	12/04/2023	CS FORM 212 (Revised 2017), Page 2 of 4
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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			
1.	VALUES ORIENTATION WORKSHOP (VOW)	4/24/1998	4/26/1998	8-HRS / DAY	PUBLIC RELATION	HRMDO
2.	CAREER AND PERSONALITY DEVELOPMENT FOR CLERKS AND OTHER ADMINISTRATIVE STAFF	5/21/2003	5/22/2003	8-HRS / DAY	PUBLIC RELATION	HRMDO
3.	COMPUTER TRAINING FOR EXCELL AND POWER POINT PROGRAM	10/28/2002	10/30/2003	8-HRS / DAY	TECHNICAL	DCST
4.	TRAINING ON OFFICE PRODUCTIVITY TOOLS	5/7/2007	5/11/2007	8-HRS / DAY	TECHNICAL	DCST
5.	FIRE CONSCIOUSNESS AND PREPAREDNESS	2/27/2008	2/27/2008	8-HRS / DAY	TECHNICAL	HRMDO
6.	SEMINAR ON FIRE PREVENTION	9/21/2012	9/21/2012	8-HRS / DAY	TECHNICAL	SECURITY OFFICE
7.	SEMINAR-WORKSHOP ON 5S AND RECORDSS MANANGEMENT	2/18/2017	2/18/2017	8-HRS / DAY	TECHNICAL	COLLEGE OF ENGINEERING
8.	Re-Orientation on the 5S Internal Audit Requirements	6/22/2017	6/22/2017	8-HRS / DAY	TECHNICAL	VSU
9.	Records Management Training	7/6/2017	7/7/2017	8-HRS / DAY	TECHNICAL	VSU
10.	Target Setting Workshop	8/20/2018	8/21/2018	8-HRS / DAY	TECHNICAL	ODAHRD
11.	Personnel Officers Association of the Philippines, Inc. (Virtual) via internet	7/14/2021	7/16/2021	8-HRS / DAY	TECHNICAL	CSC - Accredited Learning and Dev. Institution
12.	"Unlocking Excellence The 5S Revolution for Clerks and Head at Visayas State Unversity" (ONLINE)	11/29/2023	11/29/2023	4-HRS DAY	ONLINE	HR-VSU

(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)
1.	DRIVING		N / A	1.	VSU - AdPA
2.	COOKING			2.	LAY-EUCHARISTIC MINISTER
3.	PLAYING CHESS BOARD				(ROMAN CATHOLIC CHURCH)
4.	PLAYING BADMINTON				
5.	TABLE TENNIS				

(Continue on separate sheet if necessary)

SIGNATURE	 VIRGILIO C. ACILO	DATE	12/04/2023		CS FORM 212 (Revised 2017), Page 3 of 4
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MARIA ROBERTA S. MIRAFLOR</td> <td>BAYBAY CITY, LEYTE</td> <td>09176341528</td> </tr> <tr> <td>ATTY. RYSAN C. GUINOCOR</td> <td>BAYBAY CITY, LEYTE</td> <td>09173126266</td> </tr> <tr> <td>DR. DANIEL LESLIE S. TAN</td> <td>VSU, VISCA BAYBAY CITY, LEYTE</td> <td>09328685396</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARIA ROBERTA S. MIRAFLOR	BAYBAY CITY, LEYTE	09176341528	ATTY. RYSAN C. GUINOCOR	BAYBAY CITY, LEYTE	09173126266	DR. DANIEL LESLIE S. TAN	VSU, VISCA BAYBAY CITY, LEYTE	09328685396
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<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>V-000559</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H03-04-001181</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>3/06/2019 BAYBAY CITY, LEYTE</td> </tr> </table> </div> <div style="width: 30%; text-align: center;"> <p><b>VIRGILIO C. ACILO</b></p> <p>Signature (Sign inside the box)</p> <p>DECEMBER 04, 2023</p> <p>Date Accomplished</p> </div> <div style="width: 30%; text-align: center;"> <p>Right Thumbmark</p> </div> </div>		Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	V-000559	ID/License/Passport No.:	H03-04-001181	Date/Place of Issuance:	3/06/2019 BAYBAY CITY, LEYTE		
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Date/Place of Issuance:	3/06/2019 BAYBAY CITY, LEYTE												
<p>SUBSCRIBED AND SWORN to before me this <u>10 JAN 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> <p><b>ATTY. RYSAN C. GUINOCOR</b> VSU Chief Legal Officer Person Administering Oath</p> </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 work Present.. e. g. 1998 Present. Work experience should be listed from recent first.*

- Duration: 7/01/2003 up to present
- Position : Administrative Aide III
- Name of Office/Unit : Records Archives Office
- Immediate Supervisor : Maria Roberta S. Miraflor
- Name of Agency/Organization and Location : VSU, ViSCA Baybay City, Leyte

- List of Accomplishment and Contribution (if any)

- Summary of Actual Duties

Filed documents such as : Appointment, PDS, PDF, NOSA, NOSI, SALN, Medical Certificate, Certificate of Eligibility, Transcript of Records (TOR) Marriage Contract, etc. to the 201 personal file folder to the Administrative staff: regular, casual, part-time instructor (temporary & substitute status) and to prepare general list for disposal for old documents.

- Duration
- Position
- Name of Office/Unit:
- Immediate Supervisor :
- Name of Agency/Organization and Location

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

  
**VIRGILIO C. ACILO**  
(Signature over Printed Name  
Of Employee/Applicant)