


PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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.

CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION													
2. SURNAME		Godoy						NAME EXTENSION (JR., SR.)					
FIRST NAME		Jerome						N/A					
MIDDLE NAME		Galvez											
3. DATE OF BIRTH (mm/dd/yyyy)		01/12/1983		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.		Philippines							
5. SEX		<input checked="" type="checkbox"/> Male <input 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									
				House/Block/Lot No.		Street							
						Hibunawan							
				Subdivision/Village		Barangay							
				BAYBAY		LEYTE							
				City/Municipality		Province							
7. HEIGHT (m)		1.70		ZIP CODE		6521							
8. WEIGHT (kg)		72.00		18. PERMANENT ADDRESS									
9. BLOOD TYPE		O		House/Block/Lot No.		Street							
10. GSIS ID NO.		N/A				Hibunawan							
11. PAG-IBIG ID NO.		N/A		Subdivision/Village		Barangay							
				BAYBAY		LEYTE							
				City/Municipality		Province							
12. PHILHEALTH NO.		N/A		ZIP CODE		6521							
13. SSS NO.		N/A		19. TELEPHONE NO.		525-0140							
14. TIN NO.		N/A		20. MOBILE NO.		09164482559							
15. AGENCY EMPLOYEE NO.		V00932		21. E-MAIL ADDRESS (if any)		jerome.godoy@vsu.edu.ph							
II. FAMILY BACKGROUND													
22. SPOUSE'S SURNAME		Godoy				23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)					
FIRST NAME		Dina Joy		NAME EXTENSION (JR., SR.)		Jollian Jed Gabriel B. Godoy		02/02/2018					
MIDDLE NAME		Braca											
OCCUPATION													
EMPLOYER/BUSINESS NAME													
BUSINESS ADDRESS													
TELEPHONE NO.													
24. FATHER'S SURNAME		Godoy											
FIRST NAME		Romulo		NAME EXTENSION (JR., SR.)									
MIDDLE NAME		Pancito											
25. MOTHER'S MAIDEN NAME		Anita P. Galvez											
SURNAME		Godoy											
FIRST NAME		Anita											
MIDDLE NAME		Galvez						(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		Hibunawan Elementary School		Elementary		1990 1996				1996			
SECONDARY		Visca Laboratory High School		High School		1996 2000				2000			
VOCATIONAL/TRADE COURSE		N/A											
COLLEGE		Southern Leyte State University		Bachelor of Science in Industrial Technology		2000 2004				2004			
GRADUATE STUDIES		N/A											
(Continue on separate sheet if necessary)													
SIGNATURE						DATE		07/11/2022					

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/11/2022
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

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

[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 Repair	N/A	VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
Driving two/four wheels vehicles		

Continue on separate sheet if necessary

SIGNATURE		DATE	07/11/2022
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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

☐ 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.
Louella C. Ampac	VSU, BAYBAY, LEYTE	09715423297
Erlinda S. Esguerra	VSU, BAYBAY, LEYTE	09176341538
Sean O. Villagonzalo	VSU, BAYBAY, LEYTE	

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.



PHOTO




Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DL

ID/License/Passport No.: H0384000678

Date/Place of Issuance: 01/11/2019 / Baybay City, Leyte

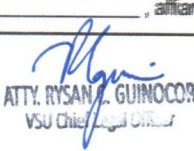


Signature (Sign inside the box)

07/11/2022

Date Accomplished

SUBSCRIBED AND SWORN to before me this 04 AUG 2022, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN J. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

WORK EXPERIENCE SHEET

- Duration: August 1, 2016 – present
- Position: Administrative Aide VI
- Name of Office/Unit: Information and Communications Technology Management Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Network cabling installation, repair, and maintenance.
- Network monitoring and management of wifi services.
- Repair and maintenance of computers, and other AV equipment.
- Assist in Live streaming and video coverage.

- Duration: January 1, 2015 – July 31, 2016
- Position: Computer Maintenance Technician (JO)
- Name of Office/Unit: University Computer Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay, City Leyte

- Summary of Actual Duties

- Assist in network cabling installation, repair, and maintenance.
- Repair and maintenance of computers and other A/V equipment.
- Assist in the maintenance, monitoring and management of wifi services.

JEROME G. GODOY

(Signature over Printed Name
of Employee/Applicant)

Date: 7-6-2022