

PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes with * and use separate sheet if necessary.

1. GS ID No.

(to be filled up by CSC)

I. PERSONAL INFORMATION

2. SURNAME	U R D A N E T A		
FIRST NAME	P A M E L A		
MIDDLE NAME	H O N O R I O	3. NAME EXTENSION (e.g. Jr., Sr.)	
4. DATE OF BIRTH (mm/dd/yyyy)	10/7/58	16. RESIDENTIAL ADDRESS	Jose Abad Santos St., Baybay City, Leyte
5. PLACE OF BIRTH	Baybay, Leyte	ZIP CODE	6521
6. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. TELEPHONE NO.	335-2618 or 09274846102
7. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	18. PERMANENT ADDRESS	Jose Abad Santos St., Baybay City, Leyte
8. CITIZENSHIP	Filipino	ZIP CODE	6521
9. HEIGHT (m)	1.54	19. TELEPHONE NO.	335-2618 or 09274846102
10. WEIGHT (kg)	80	20. E-MAIL ADDRESS (if any)	ph_urdaneta@yahoo.com/pamelaurdaneta@yahoo.com
11. BLOOD TYPE	"A"	21. CELLPHONE NO. (if any)	09274846102
12. GSIS ID NO.	5810070395	22. AGENCY EMPLOYEE NO.	V00526
13. PAG-IBIG ID NO.	0801-124513-09	23. TIN	116-627-403
14. PHILHEALTH NO.	13-000015607-9		
15. SSS NO.	0620800525		

II. FAMILY BACKGROUND

24. SPOUSE'S SURNAME	URDANETA	25. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	FELIX	Vincent H. Urdaneta	08/16/1985
MIDDLE NAME	LICANDA	Peter Ben Laurice H. Urdaneta	08/22/1989
OCCUPATION	SELF-EMPLOYED	Phyllix Roda Mei H. Urdaneta	10/11/1992
EMPLOYER/BUS. NAME	N.A.	Eugene Peter H. Urdaneta	08/29/1995
BUSINESS ADDRESS	N.A.		/ /
TELEPHONE NO.	N.A.		/ /
(Continue on separate sheet if necessary)			
26. FATHER'S SURNAME	HONORIO		/ /
FIRST NAME	DALMACIO (Deceased)		/ /
MIDDLE NAME	MOLERO		/ /
27. MOTHER'S MAIDEN NAME	PACIENCIA P. ARABILLA		/ /
SURNAME	ARABILLA		/ /
FIRST NAME	PACIENCIA (Deceased)		/ /
MIDDLE NAME	PUZON		/ /
(Continue on separate sheet if necessary)			

III. EDUCATIONAL BACKGROUND

28. LEVEL	NAME OF SCHOOL (Write in full)	DEGREE COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
					From	To	
ELEMENTARY	Baybay West Central School, Baybay, Leyte			Grade VI	1966	1971	NA
SECONDARY	Baybay National High School, Baybay, Leyte			Fourth Year	1971	1975	NA
VOCATIONAL / TRADE COURSE	FCIC, Baybay, Leyte	Junior Secretarial	1978		1976	1978	NA
COLLEGE	FCIC, Baybay, Leyte	Bachelor of Arts	1984		1980	1984	NA
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

IV. CIVIL SERVICE ELIGIBILITY

29. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE	RATING	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE
Career Service Sub-Professional	80.28%	05/16/1999	Tacloban city	64382OWE	5/28/99

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE (Include private employment. Start from your current work)

30. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full)	MONTHLY SALARY	SALARY GRADE & STEP INCREMENT (Format *00-0*)	STATUS OF APPOINTMENT	GOV'T SERVICE (Yes / No)
From	To						
Aug. 20, 1979	Dec. 31, 1979	Laborer	Visayas State College of Agriculture	13.00/day		C	Yes
Jan. 15, 1980	06/30/1980	Clerk-Aide	Visayas State College of Agriculture	16.00/day		C	Yes
07/16/1980	Sept. 30, 1980	Clerk-Aide	Visayas State College of Agriculture	16.00/day		C	Yes
04/04/1983	06/30/1983	Clerk - typist	Visayas State College of Agriculture	18.40/day		C	Yes
07/05/1983	03/31/1984	Clerk-typist	Visayas State College of Agriculture	18.40/dah		C	Yes
04/02/1984	04/30/1984	Clerk-typist	Visayas State College of Agriculture	18.40/day		C	Yes
05/01/1984	Dec. 31, 1984	Clerk-typist	Visayas State College of Agriculture	20.25/day		C	Yes
Jan. 01, 1995	06/30/1986	Clerk-typist	Visayas State College of Agriculture	22.25/day		C	Yes
07/01/1986	Feb. 28, 1987	Clerk-typist	Visayas State College of Agriculture	24.50/day		C	Yes
03/01/1987	Dec. 13, 1987	Clerk - typist	Visayas State College of Agriculture	28.15/day		C	Yes
Dec. 14, 1987	06/30/1988	Clerk	Visayas State College of Agriculture	38.15/day		C	Yes
07/01/1988	06/30/1989	Clerk	Visayas State College of Agriculture	38.15day		C	Yes
07/01/1989	Dec. 31, 1990	Clerk I	Visayas State College of Agriculture	98.00/day		C	Yes
Jan. 01, 1991	Dec. 31, 1991	Clerkl	Visayas State College of Agriculture	98.00/day		C	Yes
Jan. 01, 1992	Dec. 31, 1992	Clerk I	Visayas State College of Agriculture	98.00/day		C	Yes
Jan. 01, 1993	Dec. 31, 1993	Clerk	Visayas State College of Agriculture	98.00/day		C	Yes
Jan. 01, 1994	Dec. 31, 1994	Clerk I	Visayas State College of Agriculture	134.36/day		C	Yes
Jan. 01, 1995	Dec. 31, 1995	Clerk I	Visayas State College of Agriculture	179.82/day		C	Yes
Jan. 01, 1996	06/30/1996	Clerk I	Visayas State College of Agriculture	225.27/day		C	Yes
07/01/1996	Dec. 31, 1996	Clerk I	Visayas State College of Agriculture	225.27/day		C	Yes
Jan. 01, 1997	06/30/1997	Clerk I	Visayas State College of Agriculture	237.64/day		C	Yes
07/01/1997	Dec. 31, 1997	Clerk	Visayas State College of Agriculture	237.64/day		C	Yes
Jan. 01, 1998	Dec. 31, 1998	Clerk I	Visayas State College of Agriculture	237.64/day		C	Yes
Jan. 01, 1999	06/30/1999	Clerk I	Visayas State College of Agriculture	237.64/day		C	Yes
07/01/1999	Dec. 31, 1999	Clerk I	Visayas State College of Agriculture	237.64/day		C	Yes
Jan. 01, 2000	06/30/2001	Clerk I	Visayas State College of Agriculture	261.41/day		C	Yes
07/01/2001	Dec. 31, 2001	Clerk I	Visayas State College of Agriculture	72,468.00/a		P	Yes
Jan. 01, 2002	06/30/2002	Clerk I	Visayas State College of Agriculture	72,468.00/a		P	Yes
07/01/2002	06/30/2004	Clerk I	Visayas State College of Agriculture	72,468.00/a		P	Yes
07/01/2004	Nov. 30, 2004	Clerk I	L.eyte State University	74,268.00/a		P	Yes
Dec. 01, 2004	Jan. 09, 2005	Admin. Aide III	L.eyte State University	74,268.00/a		P	Yes
Jan. 10, 2005	06/30/2007	Admin. Aide IV	L.eyte State University	78,264.00/a		P	Yes
07/01/2007	Janl. 09, 2008	Admin. Aide IV	Visayas State University	86,088.00/a		P	Yes
Jan. 10, 2008	06/30/2008	Admin. Aide IV	Visayas State University	88,224.00/a		P	Yes
07/01/2008	June 30, 20098	Admin. Aide IV	Visayas State University	97,044.00/a		P	Yes
07/01/2009	06/30/2010	Admin. Aide IV	Visayas State University	106,656.00/a		P	Yes
30-Jun-10	Jan. 09, 2011	Adin. Aide IV	Visayas State University	116280/a		P	Yes
Jan. 01, 2011	31-May-01	Admin. Aide IV	Visayas State University	118176/a		P	Yes
1-Jun-11	31-May-12	Admin. Aide IV	Visayas State University	127512/a		P	Yes
1-Jun-12	Jan. 09, 2014	Admin. Aide IV	Visayas State University	136,860.00/a		P	Yes
Jan. 01, 2014	Dec. 31, 2015	Admin. Aide IV	Visayas State University	138,228.00/a		P	Yes
Jan. 1, 2016	Present	Admin. Aide VI	Visayas State University				

(Continue on separate sheet if necessary)

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

31. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		

(Continue on separate sheet if necessary)

VII. TRAINING PROGRAMS (Start from the most recent training.)

32. TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		
Briefing of Staff Involved in the Conduct of Evaluation on Academic Staff by the Students	Jan. 14, 2013	/ /	8	Visayas State University
Training on Processing Makapuno Based Food Products	Sept. 17, 2012	Sept. 20, 2012	32	Dept. of Trade and Industry
Packaging, Labelling & Marketing Assistance Seminar	Sept. 21, 2012	/ /	8	Dept. of Trade and Industry
Seminar on Lean Management	Sept. 22, 2011	/ /	3	Visayas State University
Seminar on Personality Dev. For Administrative Personnel	Sept. 20, 2011	/ /	8	Visayas State University
Reorientation Seminar of Frontliners	07/07/2011	/ /	8	Visayas State University
Training on RA 9184 and its Revised IRR (Modules I, II & V)	07/29/2010	/ /	8	DBM RO VIII, GPPB & VSU
Seminar Workshop on Public Accountability Customer Service, APP & PMS-OPES	Jan. 27, 2010	/ /	8	Visayas State University
Total Quality Management Training Among Administrative Personnel	Nov. 13, 2009	Nov. 14, 2009	16	Visayas State University
Seminar on Customer Service & Implementation of the citizens Charter	Sept. 22, 2009	/ /	8	Visayas State University
Strategic Planning Workshop	06/25/2006		8	LSU, ODREX & NCRC
Seminar Workshop on Supply & Property Management	03/05/2004		8	Leyte State University
Training on Coconut Food Processing	07/24/2003		8	NCRC, LSU & PCA
Microsoft Excel & Microsoft Word Trainings	06/11/2003	06/12/2003	16	Leyte State University
Career & Personality Dev. For Clerks & Other Admin. Staff	05/21/2003	05/22/2003	16	Leyte State University
Pre-Membership Education Seminar on Cooperative	06/08/2001	/ /	8	NCRC, LSU & Mun. Coop Dev. Council
Seminar Workshop Performance Evaluation (PES)	05/03/2000	05/04/2000	16	VISCA & CSC-RO8
Planning workshop on Accounting Updates & Procedures	06/24/1999	06/25/1999	16	
Computer Training Program on Microsoft Excel '97	Nov. 4, 1998	Nov. 6, 1998	16	DAEAM, VISCA
Culture of Bamboo on Monocrop or Intercrop for Coconut	Oct. 24, 1998	Oct. 29, 1998	8	RCRC, Visca, and PCRDF
Values Orientation Works (VOW)	Aug. 17, 1998	Aug. 19, 1998	24	CSC, HRMDO, VISCA
Seminar Workshop on Accomplishing Performance Evaluation Report Form	07/20/1994		8	CSC, HRMDO, Visca
Training on Strengthening the Capability of Visca's Clerical Staff	06/17/1994	June 18 & 25, 1994	24	VISCA
Seminar Workshop on Appt. Preparation & CSC Updates	Feb. 04, 1994		8	CSC/Visca
Seminar on the Proper Preparation of Vouchers, Payrolls & Their Supporting Documents	Dec. 02, 1992		8	OBA, VISCA
Orientation Seminar for Clerks	06/21/1988	06/23/1988	24	VISCA
Records Management Seminar	Feb. 02, 1994	05/25/1983	40	FACILE Business Corp. , VISCA
Seminar & Functions & Business Operation of Admin. Office	05/14/1983	05/16/1993	8	Visca

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

33. SPECIAL SKILLS / HOBBIES:	34. NON-ACADEMIC DISTINCTIONS / RECOGNITION: (Write in full)	35. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Operation		ADPA
Typing		
Cooking		

(Continue on separate sheet if necessary)

36. Are you related by consanguinity or affinity to any of the following :

a. Within the third degree (for National Government Employees):
appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?

☐ Yes ☒ NO
If YES, give details:

b. Within the fourth degree (for Local Government Employees):
appointing authority or recommending authority where you will be appointed?

☐ YES ☒ NO
If YES, give details:

37 a. Have you ever been formally charged?

☐ YES ☒ NO
If YES, give details:

b. Have you ever been guilty of any administrative offense?

☐ YES ☒ NO
If YES, give details:

38. 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:

39. 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, AWOL or phased out, in the public or private sector?

☐ YES ☒ NO
If YES, give details:

40. Have you ever been a candidate in a national or local election (except Barangay election)?

☐ YES ☒ NO
If YES, give details:

41. 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?

☐ Yes ☒ No

b. Are you differently abled?

☐ Yes ☒ No
If YES, please specify: _____

c. Are you a solo parent?

☐ Yes ☒ No
If YES, please specify: _____

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

NAME	ADDRESS	TEL. NO.
Dr. Ma. Juliet C. Ceniza	VSU, Visca, Baybay City	335-3774
Dr. Roberto C. Guarte	VSU, Visca, Baybay City	335-2715
Dr. Rebecca M. Santiago	Spillway, VSU, Visca, Baybay City	536-7130

43. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.

01075674

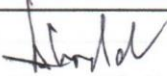
COMMUNITY TAX CERTIFICATE NO.

Baybay City, Leyte

ISSUED AT

Jan. 20, 2016

ISSUED ON (mm/dd/yyyy)




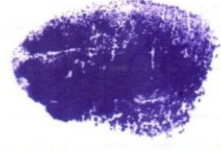
PAMELA H. URDANETA

SIGNATURE (Sign inside the box)

01/20/2016

DATE ACCOMPLISHED





RIGHT THUMBMARK