

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	GARCITOS		
FIRST NAME	JOSE ROLDAN	N/A	
MIDDLE NAME	CANTILA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/28/1970	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	MERIDA LEYTE	If holder of dual citizenship, please indicate the details.	
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 BUNGA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5.5	ZIP CODE	6521
8. WEIGHT (kg)	60	18. PERMANENT ADDRESS	House/Block/Lot No. Street BUNGA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1212-0418-3407	20. MOBILE NO.	09066212395
12. PHILHEALTH NO.	13-200513656-7	21. E-MAIL ADDRESS (if any)	garcitosroldan.rd@gmail.com
13. SSS NO.	N/A		
14. TIN NO.	451-800-627		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GARCITOS		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EDITH	NAME EXTENSION (JR., SR)	HANZEL B. GARCITOS	01/25/1992
MIDDLE NAME	BANTACULO		JOSHUA B. GARCITOS	12/6/1995
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GARCITOS			
FIRST NAME	ROMEO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	INONG			
25. MOTHER'S MAIDEN NAME				
SURNAME	CANTILA			
FIRST NAME	LOLITA			
MIDDLE NAME	MATUGAS			

(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	LUNDAG ELEMENTARY SCHOOL	PRIMARY EDUCATION	1876	1882	GRADUATED	1882	N/A
SECONDARY	MERIDA VOCATIONAL SCHOOL	HIGH SCHOOL	1882	1886	GRADUATED	1886	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

JANUARY 24, 2022

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	 JANUARY 24, 2022
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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

[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)
WELDING	NA	BARANGAY FISHERIES AND AQUATIC RESOUCEES MANAGEMENT COUNCIL
CARPENTRY		
MASON		
PAINTING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 24, 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?

☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court?

☐ 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: I finished the contract.

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☒ NO

If YES, give details: _____

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: _____

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?

☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
HENRY GOLTIANO	VISCA, BAYBAY CITY	9086866102
RUMOLO MORALES	BUNGA, BAYBAY CITY	9167038767
REYMAR ORIA	VISCA, BAYBAY CITY	9088100189

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.

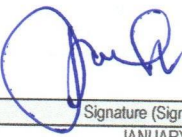
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **DRIVER'S LICENSE**

ID/License/Passport No.: **H12-15-003241**

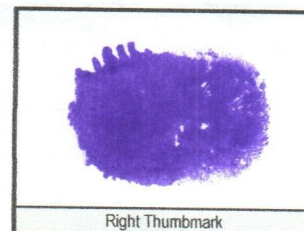
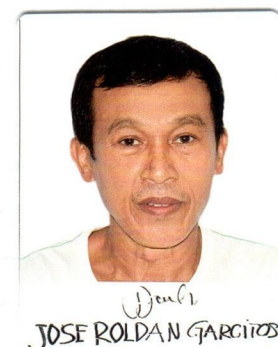
Date/Place of Issuance: **04/25/2018- BAYBAY CITY, LEYTE**




Signature (Sign inside the box)

JANUARY 24, 2022

Date Accomplished



SUBSCRIBED AND SWORN to before me this **02 MAR 2022**, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYSAN C. GUINOCOR
 VSU Chief Legal Officer
 Person Administering Oath

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: 2013 - Present
- Position: Carpenter
- Name of Office/Unit: JHS Principal. Shalom Grace Sugano
- Immediate Supervisor: JHS Principal. Shalom Grace Sugano
- Name of Agency/Organization and Location: Visayas State University, JHS, Visca Baybay City Leyte
- List of Accomplishments and Contributions (if any)
 - Designed furnitures for teachers
 - Determined materials need for carpentry projects, and effectively
 - Prioritized tasks resulting in reduce already timeline
 - completed a high volume of carpentry mini-projects w/in the given timeline
- Summary of Actual Duties
 - Construct, Install, renovate and repair structures, and fixtures in the class room and offices.
 - Perform general maintenance duties and assist others in mechanical and carpentry related duties.

- Duration: 2007 - 2013
- Position: Carpenter
- Name of Office/Unit: Mario Lilio Valenzona
- Immediate Supervisor: Mario Lilio Valenzona
- Name of Agency/Organization and Location: General Service Division, Visca Baybay City Leyte
- List of Accomplishments and Contributions (if any)
 - Designed furniture, for the University's used
 - completed high volume of carpentry in the given timeline
- Summary of Actual Duties
 - Construct, Install, renovate, and repair structures and fixtures in the University used.