

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	RIVERA		
FIRST NAME	JUANITO	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	MANAGBANAG		
3. DATE OF BIRTH (mm/dd/yyyy)	11/09/1985 03/11/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BRGY. PANGASUGAN BAYBAY, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A PUROK 3 House/Block/Lot No. Street N/A PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'5	ZIP CODE	6521-A
8. WEIGHT (kg)	59 Kgs.	18. PERMANENT ADDRESS	N/A PUROK 3 House/Block/Lot No. Street N/A PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6521-A
10. GSIS ID NO.	NONE	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1212-0406-2068	20. MOBILE NO.	09515124953
12. PHILHEALTH NO.	13-000103526-7	21. E-MAIL ADDRESS (if any)	juanito.rivera@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	400-441-569		
15. AGENCY EMPLOYEE NO.	NONE		

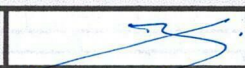
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	Aiveen Jundeigh T. Rivera	12/17/2011
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	RIVERA			
FIRST NAME	JUANITO	NAME EXTENSION (JR., SR) SR.		
MIDDLE NAME	RAMOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANAGBANAG			
FIRST NAME	NELLY			
MIDDLE NAME	SABIJON		(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	PANGASUGAN ELEMENTARY SCHOOL	N/A	1994	1999	N/A	1999	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	1999	2003	N/A	2003	N/A
VOCATIONAL / TRADE COURSE	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	ELECTRICAL INSTALLATION & MAINTENANCE	2019	2019	N/A	2019	N/A
COLLEGE	BAYBAY INSTITUTE OF TECHNOLOGY	SEAMANSHIP	2003	2004	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/21/25
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[illegible]

V. WORK EXPERIENCE

28	INCLUSIVE DATES				SALARY/ JOB/ PAY		
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[illegible]

SIGNATURE		DATE	1/21/20
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[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

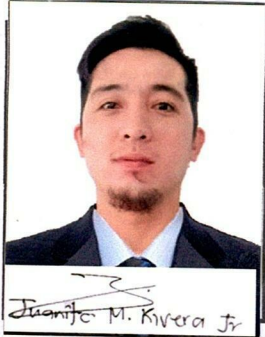
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DRIVING	NONE	KABALIKAT
GARDENING		
CLEANING		
LANDSCAPING		
DOING ELECTRICAL INSTALLATION AND MAINTENANCE		
CARPENTRY		
(Continue on separate sheet if necessary)		
SIGNATURE	DATE	4/21/25

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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: <u>NONE</u>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
LIJUELAJ J. CUADRA	VISCA, BAYBAY CITY, LEYTE	9567922509
HENRY Y. GOLTIANO	VISCA, BAYBAY CITY, LEYTE	9335112548
GAEL BANSALÉ	VISCA, BAYBAY CITY, LEYTE	9489762630

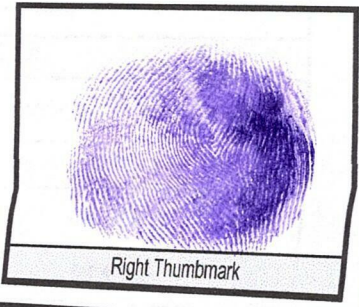
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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

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.:	H12-14-001622
Date/Place of Issuance:	City of Baybay

Signature (Sign inside the box)
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this April 22, 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABIGAIL S. MONTERON
VSO Director, Legal Affairs and Services
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: April 7, 2017 - Present
- Position: Utility/Messenger
- Name of Office/Unit: Dept. of Agricultural Education and Extension (DAEEEx)
- Immediate Supervisor: Dr. Lijueraj J. Cuadra
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Deliver and follow-up documents to concerned offices/faculty/staff
- Maintain the sanitation and cleanliness of the Department
- Sorted, collated, bounded and stapled documents, OBE syllabus and other materials
- Do other task as assigned by the dept. head and faculty

- Duration: June 1, 2016 – March 31, 2017
- Position: Laborer (Farm Worker/Rice Field Maintenance)
- Name of Office/Unit: Visca Laboratory High School
- Immediate Supervisor: Dr. Rosario Avila
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Maintain the cleanliness and other activities in the farm areas
- Maintain the sanitation and cleanliness of the Department/offices
- Do other task as assigned by the dept. head and faculty

- Duration: April 4, 2013 – May 31, 2016
- Position: Laborer (sweetpotato Maintenance)
- Name of Office/Unit: PhilRootcrops
- Immediate Supervisor: Dr. Dilberto O. Ferraren
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Maintain the cleanliness and other activities in the farm areas
 - Plant and harvest sweetpotato varieties
 - Do other task as assigned by the dept. head and faculty

- Duration: January 6, 2011 – March 31, 2013
- Position: Laborer (Yam Maintenance)
- Name of Office/Unit: Dept. of Pest Management
- Immediate Supervisor: Dr. Lim
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Maintain the cleanliness and other activities in the farm areas
 - Plant and harvest yam varieties
 - Do other task as assigned by the dept. head and faculty


JUANITO M. RIVERA, JR.

(Signature over Printed Name
of Employee/Applicant)

Date: 4/2/25