

# 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 ( ) ☐ 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	BAGUIO		
FIRST NAME	TIFANNY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PACALDO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/29/1993	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	LAPU-LAPU CITY, CEBU	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	House/Block/Lot No. Street DOOS DEL NORTE Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province 6523
7. HEIGHT (m)	1.51	ZIP CODE	
8. WEIGHT (kg)	50		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street DOOS DEL NORTE Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province 6523
10. GSIS ID NO.	2005931236	ZIP CODE	
11. PAG-IBIG ID NO.	121122784032		
12. PHILHEALTH NO.	03-025633231-7	19. TELEPHONE NO.	N/A
13. SSS NO.	0111-4846658-9	20. MOBILE NO.	06932656467
14. TIN NO.	463-075-646	21. E-MAIL ADDRESS (if any)	tiffany.baguio@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	102000 N/A		

**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	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BAGUIO			
FIRST NAME	DINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TUMULAK			
25. MOTHER'S MAIDEN NAME				
SURNAME	PACALDO			
FIRST NAME	REBECCA			
MIDDLE NAME	ANTONIANO			

**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	DOOS ELEMENTARY SCHOOL	PRIMARY EDUCATION	06/01/1999	03/30/2005	Graduated	2005	1st Hon. Mention
SECONDARY	BONTOC NATIONAL HIGH SCHOOL	HIGH SCHOOL	06/01/2005	03/30/2009	Graduated	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	06/01/2009	05/14/2014	Graduated	2014	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF MANAGEMENT MAJOR IN BUSINESS MANAGEMENT	08/01/2019	PRESENT	36 units	N/A	N/A

SIGNATURE		DATE	03/18/2025
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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	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	<b>Career Service Sub-Professional</b>	<b>80.6</b>	<b>08/12/2018</b>	<b>SAINT JOSEPH COLLEGE, MAASIN, SOUTHERN LEYTE</b>	<b>N/A</b>	<b>N/A</b>
	<b>Career Service Professional</b>	<b>80.17</b>	<b>08/07/2022</b>	<b>SAINT JOSEPH COLLEGE, MAASIN, SOUTHERN LEYTE</b>	<b>N/A</b>	<b>N/A</b>

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

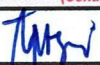
(Continue on separate sheet if necessary)

**SIGNATURE**

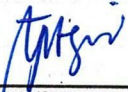

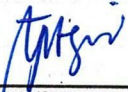

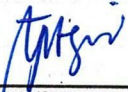

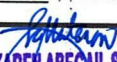
DATE \_\_\_\_\_

03/18/2025



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			
	FINANCIAL MANAGEMENT WEBINAR	07/12/2021	07/15/2021	24.0	Technical	DOST-PCAARRD
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	8.0	Technical	VSU
	Intensifying Vegetable Production	03/08/2021	03/09/2021	8.0	Technical	VICARP
	Training-Workshop on Selected Quantitative Methods for Impact Evaluation	03/09/2020	3/13/2020	40.0	Technical	VICARP/DOST-PCAARRD
	Harmonization of Data for RAISE Knowledge Management System (KMS) and Real Time Monitoring System (RTMS)	10/21/2022	10/21/2022	16.0	Technical	VICARP/DOST-PCAARRD
	Working Towards Personal Effectiveness	07/21/2023	7/25/2023	24.0	Technical	POAP
	FINANCIAL MANAGEMENT Seminar	11/16/2023	11/17/2023	24.0	Technical	VICARP/DOST-PCAARRD
	Research Management Training	12/05/2023	12/07/2023	24.0	Technical	PhilARM
	Training on IEC Management, Production, and Dissemination for Regional S&T Communicators	07/16/2024	07/19/2024	32.0	Technical	VICARP/DOST-PCAARRD
	Training on Mainstreaming Science: Promoting R&D results in the Regions through Integrated Marketing Communication (IMC).	05/22/2024	05/24/2024	32.0	Technical	VICARP/DOST-PCAARRD
	Post Evaluation and Writeshop for Rootcrops FIESTA.	05/13/2024	05/14/2024	24.0	Technical	VICARP
	Rootcrops Farms and Industry Encounters through Science and Technology Agenda (FIESTA).	04/24/2024	04/25/2024	24.0	Technical	VICARP
	Proposal Development Addressing Communication Needs of the PCAARRD Regional R&D Consortia.	03/07/2024	03/08/2024	32.0	Technical	VICARP/DOST-PCAARRD
	Promoting Science and Technology (S&T) through Exhibits: Planning and Managing S&T Bazaar.	03/05/2024	03/06/2024	32.0	Technical	VICARP/DOST-PCAARRD
	Principles of Graphic Design	02/01/2025	2/28/2025	16.0	Technical	University of the Philippines
(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)		
	READING BOOKS	N/A		N/A		
	COMPUTER LITERATE (MICROSOFT AND OTHER PROGRAMS IN THE COMPUTER)	N/A		N/A		
	EDITING VIDEOS	N/A		N/A		
	DESIGN AND LAY-OUT OF CERTIFICATES	N/A		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/18/2025	



<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>        Date Filed: _____</p> <p>        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: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>JOSE L. BACUSMO</td><td>STA. CRUZ, BAYBAY CITY, LEYTE</td><td>09686906880</td></tr><tr><td>MARIA JULIET C. CENIZA</td><td>VSU, BAYBAY CITY, LEYTE</td><td>09173095016</td></tr><tr><td>PAULINE S. CAINTIC</td><td>GUADALUPE, BAYBAY CITY, LEYTE</td><td>09262953624</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	JOSE L. BACUSMO	STA. CRUZ, BAYBAY CITY, LEYTE	09686906880	MARIA JULIET C. CENIZA	VSU, BAYBAY CITY, LEYTE	09173095016	PAULINE S. CAINTIC	GUADALUPE, BAYBAY CITY, LEYTE	09262953624		
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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>															
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Right Thumbmark															
<p>SUBSCRIBED AND SWORN to before me this <u>03 APR 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> <b>ATTY. KAREN ABEGAIL S. MONTERON</b> VSU Director, Legal Affairs and Services</div> <div style="text-align: center; margin-top: 10px; border: 1px solid black; padding: 5px;">Person Administering Oath</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 word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

**Sample: If applying to Supervising Administrative Officer**

- Duration: August 2, 2021- Present
- Position: Admin Aide IV
- Name of Office/Unit: ViCARP
- Immediate Supervisor: Dr. Pauline S. Caintic
- Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  1. Coordinated and facilitated the Regional RDE Symposium.
  2. Facilitated the ViCARP Strategic Planning Workshop.
  3. Attended meetings conducted by DOST-PCAARRD and the Consortium Director.
  4. Attended meetings for the conduct of the inter-agency reviews of the 3 clusters.
  5. Assisted and facilitated the submission of annual reports, and other needed documents by DOST-PCAARRD.
  6. Assisted the conduct of activities of CMIs.
- Summary of Actual Duties
  - Receives/ records appointments of J.Os project/study leaders, travel orders, leave applications, DTRs, leave status, clearances, reimbursements/liquidation of cash advances/PRs, RIS, vouchers, OICship and official communication.
  - Encodes and print official communications.

  
TIFANNY P. BAGUIO

(Signature over Printed Name  
of Employee/Applicant)

Date: 03/18/2025