

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

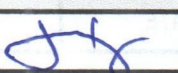
2. SURNAME	DORON		
FIRST NAME	ARNEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GUARTE		
3. DATE OF BIRTH (mm/dd/yyyy)	10/9/1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	CABULIHAN, MAASIN SOUTHERN 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	BLOCK 11, LOT 11 House/Block/Lot No. Street VILLA SOLEDAD PUNTA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.64	ZIP CODE	6521
8. WEIGHT (kg)	54		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	BLOCK 11, LOT 11 House/Block/Lot No. Street VILLA SOLEDAD PUNTA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	NONE	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0386-9362		
12. PHILHEALTH NO.	13-025077100-3		
13. SSS NO.	0111-8791776-9	19. TELEPHONE NO.	NONE
14. TIN NO.	416-001-938	20. MOBILE NO.	09058893081
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	arnel.doron@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DIANA	NAME EXTENSION (JR., SR)	NINA MAE D. DORON	01/29/2011
MIDDLE NAME	DECENA		JANDY D. DORON	05/20/2013
OCCUPATION	HOUSE WIFE		ANGEL REN D. DORON	12/27/2020
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME				
SURNAME	GUARTE			
FIRST NAME	CERENIA			
MIDDLE NAME	CARIÑO			

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	CABULIHAN, ELEMENTARY SCHOOL	Primary Education	1994	2000	Graduated	2000	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	High School	2000	2004	Graduated	2004	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	NURSING AIDE	2004	2006	Graduated	2006	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	May 31, 2023
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[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	May 31, 2023
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[illegible]










VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	May 31, 2023
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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: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Epifania G. Loreto</td><td>VSU, Visca Baybay City</td><td>09952167888</td></tr><tr><td>Gladys G. Doydora</td><td>VSU, Visca Baybay City</td><td>09778191400</td></tr><tr><td>Marcelo Abrera</td><td>VSU, Visca Baybay City</td><td>09478822345</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Epifania G. Loreto	VSU, Visca Baybay City	09952167888	Gladys G. Doydora	VSU, Visca Baybay City	09778191400	Marcelo Abrera	VSU, Visca Baybay City	09478822345
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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.													
<table><tr><td>Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: Bureau of Internal Revenue</td></tr><tr><td>ID/License/Passport No.: 416-001-938</td></tr><tr><td>Date/Place of Issuance: 12-19-11</td></tr></table>	Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: Bureau of Internal Revenue	ID/License/Passport No.: 416-001-938	Date/Place of Issuance: 12-19-11	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>May 31, 2023</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	May 31, 2023	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this <u>16 JUN 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYAN C. GUINOCOR Lawyer / Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYAN C. GUINOCOR Lawyer / Legal Officer	Person Administering Oath									
													
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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.

Sample: If applying to Supervising Administrative Officer

- Duration: January 1, 2020 – May 31, 2023
- Position: Laboratory Technician
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Epifania G. Loreto
- Name of Agency/Organization and Location: VSU, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Prepare and assists in all computer activities;
 - Checks and turn off the computers after every laboratory class;
 - Conducts inventory of computer units, computer accessories and other facilities;
 - Conducts maintenance and troubleshooting of computer units;
 - Maintains cleanliness in the computer laboratory room and facilities daily;
 - Reformats and install the operating system and other applications needed for the laboratory classes after every semester; and
 - Perform other functions assigned by the immediate supervisor.

- Duration: June 16, 2009 – December 31, 2019
- Position: Computer Administrator/Operator
- Name of Office/Unit: VSU Computer Center
- Immediate Supervisor: Alicia M. Flores and Argina Pomida
- Name of Agency/Organization and Location: VSU, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Repair and maintenance of computers
 - Assist students during their computer usage
 - Utility / Messenger
 - Conduct daily accounting of sales
 - Perform other functions assigned by the immediate supervisor.

- Duration: September 2006 – June 15, 2009
- Position: Computer Operator
- Name of Office/Unit: Ideal Computer
- Immediate Supervisor: Jessica C. Guarte
- Name of Agency/Organization and Location: Ideal Computer, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)

- Assist students during their computer usage
- Utility / Messenger
- Conduct daily accounting of sales
- Encode thesis of the VSU students
- Perform other functions assigned by the immediate supervisor.

- Duration: 2005 – 2006
- Position: Working Student
- Name of Office/Unit: Ideal Computer
- Immediate Supervisor: Jessica C. Guarte
- Name of Agency/Organization and Location: Ideal Computer, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Assist students during their computer usage
- Utility / Messenger
- Encode thesis of the VSU students
- Perform other functions assigned by the immediate supervisor.

- Summary of Actual Duties

- Prepare and assists in all computer activities;
- Checks and turn off the computers after every laboratory class;
- Conducts inventory of computer units, computer accessories and other facilities;
- Conducts maintenance and troubleshooting of computer units;
- Maintains cleanliness in the computer laboratory room and facilities daily;
- Reformats and install the operating system and other applications needed for the laboratory classes after every semester; and
- Assist students during their computer usage
- Utility / Messenger
- Conduct daily accounting of sales
- Encode thesis of the VSU students
- Perform other functions assigned by the immediate supervisor.


ARNEL G. DORON

(Signature over Printed Name
of Employee/Applicant)

Date: _____