

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                    | MASCARIÑAS  |   |  |
| FIRST NAME                    | RICO  | NAME EXTENSION (JR., SR)                                    |  |
| MIDDLE NAME                   | BONGOT  |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 08/26/1978  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship |
| 4. PLACE OF BIRTH             | BAYBAY CITY LEYTE   | If holder of dual citizenship, please indicate the details. | <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization           |
| 5. SEX                        | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female  |   | Pls. indicate country:   |
| 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                                     | PUROK 3  |
| 7. HEIGHT (m)                 | 156   | ZIP CODE  | House/Block/Lot No. Street   |
| 8. WEIGHT (kg)                | 79  |   | PANGASUGAN   |
| 9. BLOOD TYPE                 | O   |   | Subdivision/Village Barangay   |
| 10. GSIS ID NO.               | N/A   |   | BAYBAY LEYTE   |
| 11. PAG-IBIG ID NO.           | 121054263994  |   | City/Municipality Province   |
| 12. PHILHEALTH NO.            | 130001034600  | ZIP CODE  | 6521   |
| 13. SSS NO.                   | 0431958556  | 19. TELEPHONE NO.   | NONE   |
| 14. TIN NO.                   | 010669133   | 20. MOBILE NO.  | 09265451248  |
| 15. AGENCY EMPLOYEE NO.       | VO2216  | 21. E-MAIL ADDRESS (if any)                                 | ricomascarinas8@gmail.com  |

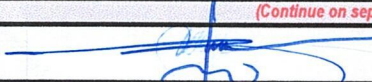
II. FAMILY BACKGROUND

|                          |                          |                          |   |                            |
|--------------------------|--------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | MASCARIÑAS               |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | SANDRA                   | NAME EXTENSION (JR., SR) | ALDRICK M. MASCARIÑAS                               | 11/16/2008                 |
| MIDDLE NAME              | MANAGBANAG               |                          | ZUPRIL M. MASCARIÑAS                                | 4.1.16                     |
| OCCUPATION               | UTILITY                  |                          |   |                            |
| EMPLOYER/BUSINESS NAME   | VISAYAS STATE UNIVERSITY |                          |   |                            |
| BUSINESS ADDRESS         | VISCA BAYBAY CITY, LEYTE |                          |   |                            |
| TELEPHONE NO.            | NONE                     |                          |   |                            |
| 24. FATHER'S SURNAME     | MASCARIÑAS               |                          |   |                            |
| FIRST NAME               | RUDOLFO                  | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | MORENO                   |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |                          |                          |   |                            |
| SURNAME                  | BONGOT                   |                          |   |                            |
| FIRST NAME               | ROSARIO                  |                          |   |                            |
| MIDDLE NAME              | MILLEZA                  |                          | (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                | GABAS ELEMENTARY SCHOOL        |   | 1985                 | 1991 |  | 1991           | N/A                                   |
| SECONDARY                 | BUNGA NATIONAL HIGH SCHOOL     |   | 1991                 | 1995 |  | 1995           | N/A                                   |
| VOCATIONAL / TRADE COURSE |                                |   |                      |      |  |                |                                       |
| COLLEGE                   |                                |   |                      |      |  |                |                                       |
| GRADUATE STUDIES          |                                |   |                      |      |  |                |                                       |

(Continue on separate sheet if necessary)

|           |   |      |             |
|-----------|---|------|-------------|
| SIGNATURE |  | DATE | NOV 12 2024 |
|-----------|---|------|-------------|



## IV. CIVIL SERVICE ELIGIBILITY

[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 | NOV 12 2024 |
|-----------|---|------|-------------|



## 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<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|--------------------------------|--|---|
| SMALL ENGINE MECHANIC          |  |   |
| VULCANIZER                     |  |   |
|                                |  |   |
|                                |  |   |
|                                |  |   |
|                                |  |   |
|                                |  |   |

(Continue on separate sheet if necessary)

|           |   |      |              |
|-----------|---|------|--------------|
| SIGNATURE |  | DATE | NOV 12 20 24 |
|-----------|---|------|--------------|



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?  
  
b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

☐ 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:

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?

☐ YES☒ NO

If YES, give details:

☐ 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?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

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

| NAME                  | ADDRESS                 | TEL. NO.   |
|-----------------------|-------------------------|------------|
| MARILYN M. BELARMINO  | PANGASUGAN BAYBAY LEYTE | 9176330054 |
| MARLON TAMBIS         | VISCA BAYBAY LEYTE      | 9397209796 |
| CATHERINE C. ARRADAZA | BAYBAY CITY, LEYTE      | 9176330054 |

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.: NO198223814

Date/Place of Issuance: BAYBAY LEYTE

Signature (Sign inside the box)

NOV 12 2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 03 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN L. GUNOCOR

ISU Chief Legal Officer

Person Administering Oath

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## 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, 2014 – September 30, 2015
- Position: Company Driver
- Name of Office/Unit: Lola Enez Corporation – Sophia's Bread & Pastries
- Immediate Supervisor: Anabelle Belarmino
- Name of Agency/Organization and Location: Lola Enez Corporation – Sophia's Bread & Pastries, Cebu City, Philippines

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Personal Driver

Responsible for providing safe and reliable transportation services to employer or client. My primary duty is to operate a vehicle, ensuring the passenger's comfort and punctuality which involves driving to various destinations, adhering to traffic rules, and adapting to changing traffic conditions.

Beyond driving, I often assume additional responsibilities which may include assisting with luggage or packages, opening and closing doors, and providing general assistance as needed. Additionally, I am expected to maintain the cleanliness and upkeep of the vehicle, ensuring it is always in optimal condition.

- Duration: December 16, 2009 – June 30, 2024
- Position: Tractor Operator
- Name of Office/Unit: Philippine Root Crop Research & Training Center
- Immediate Supervisor: Erlinda A. Vasquez/Marlon Tambis  
Name of Agency/Organization and Location: Philippine Root Crop Research & Training Center, Visca Baybay City Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible for operating agricultural machinery, primarily tractors, to perform various farming tasks. My primary duty is to efficiently and safely maneuver the tractor to cultivate land, plant seeds, harvest crops, transport materials

- Duration: January 4, 2021 – October 30, 2021
- Position: Company Driver
- Name of Office/Unit: CP ARCHTIST ENTERPRISES
- Immediate Supervisor: Felipe F. Cari
- Name of Agency/Organization and Location: CP ARCHTIST ENTERPRISES, Candadam Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - All around Driver and heavy equipment operator.

  
RICO B. MASCARIÑAS

(Signature over Printed Name  
of Employee/Applicant)

Date: 11/11/2024