

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	PALERMO		
FIRST NAME	ALDRIN	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	RUBI		
3. DATE OF BIRTH (mm/dd/yyyy)	7/27/1985	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 Pls. indicate country:
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Philippines
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	#24 A. MABINI STREET House/Block/Lot No. Street ZONE 5 REGINO PALERMO, SR. Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.71	18. PERMANENT ADDRESS	#24 A. MABINI STREET House/Block/Lot No. Street ZONE 5 REGINO PALERMO, SR. Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	75	19. TELEPHONE NO.	(053) 563 - 8179
9. BLOOD TYPE	B+	20. MOBILE NO.	+639175960933
10. GSIS ID NO.	2005157517	21. E-MAIL ADDRESS (if any)	aldrinrubipalermo@yahoo.com
11. PAG-IBIG ID NO.	1211-4983-3198		
12. PHILHEALTH NO.	13-025094419-6		
13. SSS NO.	0637049191		
14. TIN NO.	468437589		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

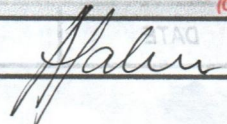
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	PALERMO			
FIRST NAME	JESUS	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	VALENZONA			
25. MOTHER'S MAIDEN NAME				
SURNAME	RUBI			
FIRST NAME	VIVIAN			
MIDDLE NAME	SOLO			

(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	PRIMARY EDUCATION	1992	1998	GRADUATED	1998	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	SECONDARY EDUCATION	1998	2002	GRADUATED	2002	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SAN JOSE-RECOLETOS	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2002	2006	GRADUATED	2006	N/A
	UNIVERSITY OF SAN CARLOS	BACHELOR OF LAWS	2006	2007	N/A	N/A	N/A
	UNIVERSITY OF SAN JOSE-RECOLETOS	BACHELOR OF LAWS	2007	2012	GRADUATED	2012	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	01/21/2019
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	01/21/2019
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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 (Write in full)
		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)

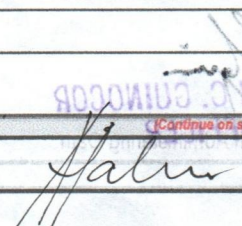
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Seminar-Workshop on Community Entry and Needs Assessment	1/19/2019	1/19/2019	8	N/A	Pavilion Glass Room, Visayas State University
	Rainforestation Training for developing a learning site for Community-Based Forest Restoration	8/30/2018	9/01/2018	24	N/A	DLABS Conference Room, Visayas State University
	Secretariat during the 41st Annual PHAVISMINDA Conference	5/24/2018	5/26/2018	24	N/A	CCE Building, Visayas State University
	Resource Person and Facilitator during the Sangguniang Kabataan Mandatory Training	5/21/2018	5/25/2018	10	N/A	VL Building, Visayas State University
	Environmental Jamboree Extension Activity	4/24/2018	4/26/2018	24	N/A	Visayas State University
	Re-echo Training on New CHED General Education: Rizal	4/12/2018	4/14/2018	24	N/A	Hostel, Visayas State University
	Re-echo Training on New CHED General Education: Contemporary World	3/8/2018	3/8/2018	24	N/A	CCE Building, Visayas State University
	Re-echo Training on New CHED General Education: Understanding the Self	3/1/2018	3/3/2018	24	N/A	CCE Building, Visayas State University
	Research Capability Writeshop for the Social Science and Philosophy Teachers	1/4/2018	1/6/2018	24	N/A	Visayas State University
	Resource Person in the Environmental Jamboree for Senior High Students	11/17/2017	11/18/2017	16	N/A	Visayas State University
	Tetxbook Writing	10/11/2017	10/11/2017	8	N/A	Visayas State University
	Orientation Among Faculty Members on Academic Freedom and Public Accountability	9/7/2017	9/7/2017	8	N/A	Quality Assurance Center, Visayas State University
	Publication of Research Output is a Must: Naivagting Carefully Through Ethical and Professional Challenges in the Competitive World	8/14/2017	8/14/2017	8	N/A	Visayas State University
	Writeshop on Literary and Eco-Poetry Writing	6/6/2017	6/7/2017	16	N/A	CFNR Nursery, Visayas State University
	Resource Speaker: "The Human Person in their Environment" during the Teachers' Training on the Teaching of Introduction to the Philosophy of the Human Person	5/25/2017	5/27/2017	24	N/A	Institute for Strategic Research and Development Studies
	First International Conference on Philippine Studies	5/9/2017	5/10/2017	16	N/A	De La Salle University
	Gender Sensitivity Training	3/17/2017	3/17/2017	8	N/A	Institute for Strategic Research and Development Studies
	Orientation of Newly-Hired Regular and Part-time Faculty Members	3/9/2017	3/10/2017	16	N/A	Visayas State University
	Museography Workshop: Preserving and Conserving the DLABS Museum Collections	3/2/2017	3/4/2017	24	N/A	Department of Liberal Arts and Behavioral Sciences
	Poetry and Creative Writing Seminar	2/20/2017	2/20/2017	8	N/A	College of Arts and Sciences
	HIV in the Workplace Seminar	12/9/2016	12/9/2016	8	N/A	VSU-Hospital

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/21/2019
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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?

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.
ANNIE GRAVOSO	VSU CAMPUS, VISCA, BAYBAY CITY, LEYTE	9154384726
GUIRALDO FERNANDEZ JR.	VSU CAMPUS, VISCA, BAYBAY CITY, LEYTE	9176540264
ALFRANJON M. VILLAROYA	BRGY. HIPUSNGO, BAYBAY CITY, LEYTE	9053159329

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.



PALERMO, ALDRIN RUBI

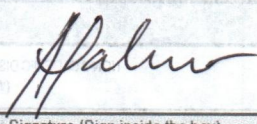
PHOTO

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.: H1207000134


Date/Place of Issuance: 9/23/2016 LTO BAYBAY CITY, LEYTE



Signature (Sign inside the box)

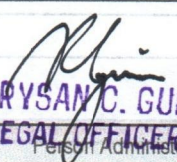
01/21/2019

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this FEB 07 2019, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR

VSU 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.

Sample: If applying to Supervising Administrative Officer

- Duration: June 09, 2014 – December 09, 2016
 - Position: Part-Time Instructor
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Taught Social Science minor courses and management subject
 - Designed and revised a number of course syllabi and instructional materials
 - Summary of Actual Duties
 - Responsible in teaching social sciences subjects, management subject (business laws), submitting grades and accomplishing other necessary requirements.
-
- Duration: February 1, 2017 – present
 - Position: Instructor 1 (Substitute-temporary)
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Taught Social Science minor courses, management subject and Senior High School
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in DLABS and also in the University's activities
 - Attended trainings, seminars and conferences to enhance teaching method and learn new strategies
 - Summary of Actual Duties
 - Responsible in teaching social sciences subjects, management subject (business laws), senior high school ensuring a quality service as instructor, adviser and mentor to the students
 - Perform task assigned by the head, dean and other university authorities
 - Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.


ALDRIN R. PALERMO

(Signature over Printed Name
of Employee/Applicant)

Date: 01/21/2019