

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 | ASILOM | | |
| FIRST NAME | VINCENT PAUL | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | CONCOLES | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 11/17/1988 | 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 | 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | JOSE P. LAUREL House/Block/Lot No. Street DOMINGO C. VELOSO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 5'7" | ZIP CODE | 6521-A |
| 8. WEIGHT (kg) | 66 | | |
| 9. BLOOD TYPE | "B" | 18. PERMANENT ADDRESS | JOSE P. LAUREL House/Block/Lot No. Street DOMINGO C. VELOSO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 10. GSIS ID NO. | NONE | ZIP CODE | 6521-A |
| 11. PAG-IBIG ID NO. | 1212-0167-9140 | | |
| 12. PHILHEALTH NO. | 13-201223255-5 | | |
| 13. SSS NO. | NONE | 19. TELEPHONE NO. | NONE |
| 14. TIN NO. | 482-439-671 | 20. MOBILE NO. | 09759748501 |
| 15. AGENCY EMPLOYEE NO. | V01132 | 21. E-MAIL ADDRESS (if any) | asilomvincent88@gmail.com |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|-----------------|---------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | DE LOS SANTOS | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | JOMALYN | NAME EXTENSION (JR., SR) III | | |
| MIDDLE NAME | GABIJAN | | MARY MAILYN D. ASILOM | 1/9/2012 |
| OCCUPATION | BRGY. TREASURER | | MARY PAULYN D. ASILOM | 1/9/2012 |
| EMPLOYER/BUSINESS NAME | N/A | | VINCE MANVIR D. ASILOM | 10/21/2019 |
| BUSINESS ADDRESS | N/A | | MAEVE VENICE D. ASILOM | 4/29/2023 |
| TELEPHONE NO. | NONE | | | |
| 24. FATHER'S SURNAME | ASILOM | | | |
| FIRST NAME | ANTONIO | NAME EXTENSION (JR., SR) SENIOR | | |
| MIDDLE NAME | BORINAGA | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | CONCOLES | | | |
| FIRST NAME | CORAZON | | | |
| MIDDLE NAME | VILLAR | | | |

(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 | BAYBAY SOUTH CENTRAL SCHOOL | PRIMARY EDUCATION | 1995 | 2001 | GRADUATED | 2001 | NONE |
| SECONDARY | BAYBAY NATIONAL HIGH SCHOOL | HIGH SCHOOL | 2001 | 2005 | GRADUATED | 2005 | NONE |
| VOCATIONAL / TRADE COURSE | TESDA | SMAW NCII | AUG.2011 | NOV. 2011 | GRADUATED | 2011 | NONE |
| COLLEGE | N/A | N/A | N/A | N/A | N/A | N/A | 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 | 12-06-24 |
|-----------|--|------|----------|

IV. CIVIL SERVICE ELIGIBILITY

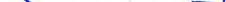
| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) | |
|-----|--|---------------------------|--|-----------------------------------|-------------------------|---------------------|
| | | | | | NUMBER | Date of Validity |
| | DRIVER'S LICENSE | PROF | 11/14/2024 | LTO BAYBAY | H-12-20-001942 | 11/17/2034 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 12-06-24 |
|-----------|---|------|----------|

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

[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) |
|--------------------------------|--|---|
| WELDING | N/A | N/A |
| COMPUTER | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|----------|
| SIGNATURE | | DATE | 12-06-24 |
|-----------|---|------|----------|

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. |
|--------------------------|-----------------------|------------|
| MARIO LILIO P. VALENZONA | VSU, PPO, Baybay City | 9176341514 |
| MARLON G. BURLAS | VSU, PPO, Baybay City | 9176341520 |
| AMIEL R. ARMADA | VSU, PPO, Baybay City | 9154094809 |

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: | LICENSE |
| ID/License/Passport No.: | H-12-20-001942 |
| Date/Place of Issuance: | BAYBAY CITY |

Signature (Sign inside the box)

12-06-24

Date Accomplished

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 02 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATY. RYSAL C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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: November 16, 2018 - Present
- Position: Administrative Aide I
- Name of Office/Unit: Motor Pool Services Unit
- Immediate Supervisor: Marlon G. Burlas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- . Prepares Administrative Documents, Sorting of Motor Pool/PPO ISO forms.
- . Facilitate in Dispatching of VSU Vehicles & Heavy Equipment
- . Messengerial
- . Cleaning of Motor Pool Office & Surrounding


VINCENT PAUL C. ASILOM

(Signature over Printed Name
of Employee/Applicant)

Date: 12-06-24