

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	ESCO		
FIRST NAME	ASHIERAH RHYCE		NAME EXTENSION (JR., SR)
MIDDLE NAME	BITANG		
3. DATE OF BIRTH (mm/dd/yyyy)	8/29/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Doña Maria P. Princesa, Cebu City	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:		
7. HEIGHT (m)	1.49	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A GABAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	68	ZIP CODE	
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A GABAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121288902191		
12. PHILHEALTH NO.	13-201179662-5		
13. SSS NO.	35-0251107-8	19. TELEPHONE NO.	053-560-0210
14. TIN NO.	605-332-632	20. MOBILE NO.	0955-650-8484
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	esco.ashierahrhyce@gmail.com

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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	ESCO		N/A	N/A
FIRST NAME	CRISPOLO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	KALATRABA		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	BITANG		N/A	N/A
FIRST NAME	CHERRY		N/A	N/A
MIDDLE NAME	N/A		(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 CENTRAL SCHOOL	ELEMENTARY EDUCATION	2001	2006	N/A	2006	N/A
SECONDARY	ALTERNATIVE LEARNING SYSTEM (ALS) - PAWING PALO, LEYTE	SECONDARY EDUCATION	2010	2011	N/A	2011	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 SECONDARY EDUCATION-FILIPINO	2015	2020	N/A	2020	N/A
GRADUATE STUDIES	FRANSISCAN COLLEGE OF IMMACULATE CONCEPTION	MASTER OF ARTS IN EDUCATION-FILIPINO	2023	2024	18 UNITS	N/A	N/A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	May 27, 2025

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
	LICENSE EXAMINATION FOR TEACHERS	82.2	10/2/2022	MARASBARAS NATIONAL HIGH SCHOOL, TACLOBAN CITY LEYTE	2024383	8/29/2026
	DRIVERS LICENSE		12/9/2024	LTO - BAYBAY CITY, LEYTE	H1224004172	8/29/2029
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	May 27, 2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC OR NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	BLOOD DONOR	8/9/2016	7/9/2021		DONOR

(Continue on separate sheet if necessary)

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

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			
	Orientation and Re-Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services	4/8/2025	4/8/2025	4.0	Participant	VSU- Human Resource and Management Office
	"Yung Sumakses ka: Toolkit for Flourising"	4/3/2025	4/3/2025	4.0	Participant	VSU- Human Resource and Management Office
	Assessment in Learning: Training-Workshop on Standardizing Test Questions	3/20/2025	3/21/2025	16.0	Participant	VSU Faculty of Teacher Association AI
	Orientation on Financial Management and Transactions	3/13/2025	3/13/2025	8.0	Participant	VSU- Human Resource and Management Office
	Education's Teacher Conference on Teaching Reading and Mathematics with Wikaharian, Ready, Set, Read!, and MathDali	7/15/2024	4/16/2024	16.0	Participant	Knowledge Channel- DepEd
	Faculty On-Boarding 2nd Semester A.Y. 2023-2024	1/15/2024	1/15/2024	8.0	Participant	VSU- Human Resource and Management Office
	Pilgrims of Hope:Pathways of Synodality/ Exploratory Sequential Mixed Method Research Seminar	11/18/2023	11/18/2023	8.0	Participant	Fransiscan College of Immaculate Conception
	ISO 9001-2015 Awareness Re-Awareness Seminar	8/29/2023	8/29/2023	4.0	Participant	VSU- Human Resource and Management Office
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016	8/22/2023	8/24/2023	16.0	Participant	VSU- Human Resource and Management Office
	ISO 9001-2015 Awareness Re-Awareness Seminar	2/15/2020	2/15/2023	8.0	Participant	VSU- Human Resource and Management Office
	Work Ethics of a Productive Worker	10/7/2022	10/7/2022	5.0	Participant	National Wages and Productivity Commission
	Participating in Workplace Communication	10/1/2021	10/6/2021	18.0	Participant	TESDA- Online Program
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(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)
	Microsoft and Google Applications		Best Outstanding Teacher Award		N/A
	Basic Video Editing		N/A		N/A
	Story Writing		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 27, 2025
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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.
REYMAR C. ORIA	VSU	reymar.oria@vsu.edu.ph
LEO A. MAMOLO	VSU	leo.mamolo@vsu.edu.ph
HONEY SOFIA V. COLIS	VSU	053 5637323

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.



Ashierah Rhyce B. Escobedo

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: PRC ID


ID/License/Passport No.: 2024383

Date/Place of Issuance: PRC Ormoc

Signature (Sign inside the box)

MAY 27, 2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 29 MAY 2025, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No.: 1433
Page No.: 77
Book No.:
Series of 2025

ATTY. DECY ROSE PAPA
Public Attorney II
(Pursuant to RA No. 9406)

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: September 11, 2024 – Present
- Position: Clerk
- Name of Office/Unit: VSU Laboratory High School
- Immediate Supervisor: Reyamar C. Oria
- Name of Agency/Organization and Location: Visayas State University Baybay City

- Summary of Actual Duties

1. Prepare all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, stipend of scholars, DTR printing, vouchers, payroll, travel documents, etc.)
2. Maintain cleanliness and orderliness of the office and reception area.
3. Prepare faculty report of actual teaching load and individual faculty workload.
4. Coordinate office and administrative activities particularly storing, retrieving and integrating information.
5. Disseminate department meetings and seminars.
6. Receive and relay IP messages and telephone calls for faculty and staff.
7. Maintain and record filing system of the office.
8. Assist faculty members in the printing of grades sheets.
9. Perform other functions as assigned by the department head.
10. Maintaining, retrieving and controlling controlled documents

- Duration: February 15, 2022 – September 10, 2023
- Position: Clerk
- Name of Office/Unit: Recruitment, Selection & Placement and Personnel Records Office - HRMO
- Immediate Supervisor: Honey Sofia V. Colis
- Name of Agency/Organization and Location: Visayas State University Baybay City Leyte

- Summary of Actual Duties

1. Receives and Logs NBC 461 documents using document tracking system;
2. Stamps "Certified True Copy" on duplicates of evidences for authentication by the Secretary;
3. Organizes, sorts, checks and files documents for evaluation;
4. Facilitates and assists the conduct of NBC 461, ABP & NAPB Committee's meetings;
5. Encodes Draft APB & NAPB Notices and Minutes of Meeting; and
6. Performs NBC 461- related tasks assigned by the Committee;
7. Assist the dDRC in issuing, maintaining, retrieving and controlling controlled documents;
8. Assist the dDRC in assigning of document numbers and other coding controls for document in coordination with the DRC;
9. Coordinate with the dDRC and inform relevant personnel on any changes; and
10. Assist the dDRC in ensuring the implementation of the control of records.



ASHIERAH RHYCE B. ESCO

Date: May 27, 2025