

## 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	ACILO		
FIRST NAME	VIRGILIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CAJERIC		
3. DATE OF BIRTH (mm/dd/yyyy)	3/4/1962	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	BRGY. HIGOLOAN BAYBY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	House/Block/Lot No. Street BARANGAY BUNGA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5'4"	ZIP CODE	6521-A
8. WEIGHT (kg)	70 KG		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	House/Block/Lot No. Street BARANGAY BUNGA Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	CM-3880070	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1700 0023 9214		
12. PHILHEALTH NO.	13-000014908-0		
13. SSS NO.	03-5975485-1	19. TELEPHONE NO.	N/A
14. TIN NO.	116-622-433	20. MOBILE NO.	0965 7022305
15. AGENCY EMPLOYEE NO.	V000559	21. E-MAIL ADDRESS (if any)	

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LIBRES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANNALIE	NAME EXTENSION (JR., SR)	1. HENRY FRANCIS P. ACILO	February 5, 1988
MIDDLE NAME	GUARDADOS		2. VIRCILYN CMELLE P. ACILO	November 6, 1995
OCCUPATION	HOUSEKEEPER			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ACILO			
FIRST NAME	VICENTE (DECEASED)	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LOGO			
25. MOTHER'S MAIDEN NAME	ACILO			
SURNAME	CAJERIC			
FIRST NAME	ZOSIMA (DECEASED)			
MIDDLE NAME	VITALLA			

(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	BARANGAY BUNGA ELEMENTARY SCHOOL	ELEMENTARY	1969	1975	GRADUATED	1975	NONE
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1976	1980	GRADUATED	1980	NONE
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR SECRETARIAL	1982	1987	GRADUATED	1987	NONE
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	VIRGILIO C. ACILO	DATE	November 28, 2022
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[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE	VIRGILIO C. ACILO	DATE	11/28/2022
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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
		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			
1.	VALUES ORIENTATION WORKSHOP (VOW)	4/24/1998	4/26/1998	8-HRS / DAY	PUBLIC RELATI	HRMDO
2.	CAREER AND PERSONALITY DEVELOPMENT FOR CLERKS AND ADMINISTRATIVE STAFF OTHER	5/21/2003	5/22/2003	8-HRS / DAY	PUBLIC RELATI	HRMDO
3.	COMPUTER TRAINING FOR EXCELL AND POWER POINT PROGRAM	10/28/2002	10/30/2003	8-HRS / DAY	TECHNICAL	DCST
4.	TRAINING ON OFFICE PRODUCTIVITY TOOLS	5/7/2007	5/11/2007	8-HRS / DAY	TECHNICAL	DCST
5.	FIRE CONSCIOUSNESS AND PREPAREDNESS	2/27/2008	2/27/2008	8-HRS / DAY	TECHNICAL	HRMDO
6.	SEMINAR ON FIRE PREVENTION	9/21/2012	9/21/2012	8-HRS / DAY	TECHNICAL	SECURITY OFFICE
7.	SEMINAR-WORKSHOP ON 5S AND RECORDSS MANANGEMENT	2/18/2017	2/18/2017	8-HRS / DAY	TECHNICAL	COLLEGE OF ENGINEERING
8.	Re-Orientation on the 5S Internal Audit Requirements	6/22/2017	6/22/2017	8-HRS / DAY	TECHNICAL	VSU
9.	Records Management Training	7/6/2017	7/7/2017	8-HRS / DAY	TECHNICAL	VSU
10.	Target Setting Workshop	8/20/2018	8/21/2018	8-HRS / DAY	TECHNICAL	ODAHRD
11.	Personnel Officers Association of the Philippines, Inc. (Virtual) via internet	7/14/2021	7/16/2021	8-HRS / DAY	TECHNICAL	CSC - Accredited Learning and Dev. Institution


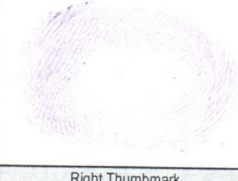

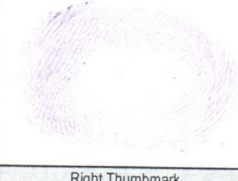

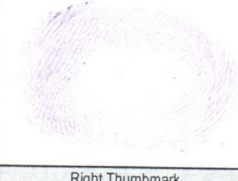
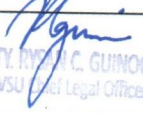
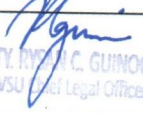
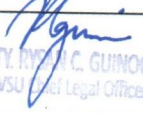
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS AND HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
1. DRIVING	N/A	1. VSU - AdPA
2. COOKING		2. LAY-EUCHARISTIC MINISTER
3. PLAYING CHESS BOARD		(ROMAN CATHOLIC CHURCH)
4. PLAYING BADMINTON		
5. TABLE TENNIS		

(Continue on separate sheet if necessary)

SIGNATURE	VIRGILIO C. ACILO	DATE	11/28/2022
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MARIA ROBERTA S. MIRAFLORES</td> <td>BAYBAY CITY, LEYTE</td> <td>1065</td> </tr> <tr> <td>ATTY. RYSAN C. GUINOCOR</td> <td>BAYBAY CITY, LEYTE</td> <td>1060</td> </tr> <tr> <td>DR. DANIEL LESLIE S. TAN</td> <td>VSU, VISCA BAYBAY, LEYTE</td> <td>1002</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARIA ROBERTA S. MIRAFLORES	BAYBAY CITY, LEYTE	1065	ATTY. RYSAN C. GUINOCOR	BAYBAY CITY, LEYTE	1060	DR. DANIEL LESLIE S. TAN	VSU, VISCA BAYBAY, LEYTE	1002
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>V-000559</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H03-04-001181</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>3/06/2019 BAYBAY CITY, LEYTE</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:	V-000559	ID/License/Passport No.:	H03-04-001181	Date/Place of Issuance:	3/06/2019 BAYBAY CITY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            NOVEMBER 28, 2022            Date Accomplished         </td> <td style="text-align: center;">             Right Thumbmark         </td> </tr> </table>	 Signature (Sign inside the box) NOVEMBER 28, 2022 Date Accomplished	 Right Thumbmark
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<p>SUBSCRIBED AND SWORN to before me this <u>25 JAN 2023</u> at _____, exhibiting his/her validly issued government ID as indicated above.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">             ATTY. RYSAN C. GUINOCOR            VSU Legal Officer         </td> <td style="width: 40%; text-align: center;">           Person Administering Oath         </td> </tr> </table>		 ATTY. RYSAN C. GUINOCOR VSU Legal Officer	Person Administering Oath										
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