

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	GUCELA		NAME EXTENSION (JR., SR)	
FIRST NAME	ARNEL			
MIDDLE NAME	POLIQUIT			
3. DATE OF BIRTH (mm/dd/yyyy)	7/10/1980	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	Patag, Baybay City, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 4	
7. HEIGHT (m)	1.6764 m	House/Block/Lot No.	Street	
8. WEIGHT (kg)	68.1 kg	Subdivision/Village	Patag	
9. BLOOD TYPE	O	Baybay	Barangay	
10. GSIS ID NO.	80071000498	City/Municipality	Leyte	
11. PAG-IBIG ID NO.	1700-0028-7786		Province	
12. PHILHEALTH NO.	13-000061943-5	ZIP CODE	6521	
13. SSS NO.		18. PERMANENT ADDRESS	Zone 4	
14. TIN NO.	925-731-944	House/Block/Lot No.	Street	
15. AGENCY EMPLOYEE NO.	V-000610	Subdivision/Village	Patag	
		Baybay	Barangay	
		City/Municipality	Leyte	
		ZIP CODE	6521	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	09169652422	
		21. E-MAIL ADDRESS (if any)	mlpg99@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)			
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	GUCELA			
FIRST NAME	EUTIQUIO			
MIDDLE NAME	ALMONITE			
25. MOTHER'S MAIDEN NAME				
SURNAME	POLIQUIT (deceased)			
FIRST NAME	ELPEDIA			
MIDDLE NAME	GUMBA			

(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		1986	1992		1992	
SECONDARY	Baybay National High School		1992	1996		1996	
VOCATIONAL / TRADE COURSE	Hilongos National Vocational School	Electronics Technology	1996	2000		2000	
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE

DATE

April 6, 2014

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
	TESDA Computer Hardware Servicing-NCII		2/28/2014	STI-Maasin, Maasin City, So. Leyte	14080602000975	2/28/2014
	Electronics Equipment Technician		11/17/2017	Civil Service Commision (Ormoc City)	361708170002	12/18/2017

WORK EXPERIENCE
Include private employment. Start from your recent work. Description of duties should be indicated in the attached Work Experience Sheet.

[illegible]

SIGNATURE		DATE	
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VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / 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		
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			
	Macromedia Flash Training	9/4/2004	9/5/2004	16.0		CGM Mobile Training (MLC Hilongos)
	Macromedia Dreamweaver MX Training	12/18/2004	12/19/2004	16.0		CGM Mobile Training (MLC Hilongos)
	Vclass Learning Management System	7/4/2005	7/8/2005	40.0		DOST-ASTI (VSU)
	Trainer's Training on HRIS	9/2/2008	9/4/2008	24.0		PCARRD, Los Baños, Laguna
	Technical Training on VoIP/Asterisk IP PBX	9/25/2012	9/28/2012	32.0		DOST-ASTI, UP Diliman, Q.C

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ ORGANIZATION (Write in full)
	Computer Repair Hardware and Software		Model Skilled Worker Award 2011	Philippines Guardians Brotherhood Inc. (PGBI)
	Computer Software Installation			Administrative Faculty Association (AdPA)
	LAN Installation			
	Wireless Network Installation			
	Light and Sounds Installation			
	Android/iOS Mobile Phone/Tablet Software/Hardware Repair			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 6, 2018
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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.
Dominador G. Poliquit	Patag, Baybay City, Leyte	
Othello B. Capuno	VSU, Visca, Baybay City, Leyte	563-7064

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: V-000610

ID/License/Passport No.: VSU ID

Date/Place of Issuance: 2010

Signature (Sign inside the box)

Date Accomplished

ARNEL P. GUCELA

Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 06 2018, 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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