

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	SEVILLA		
FIRST NAME	ASTERIA		NAME EXTENSION (JR., SR)
MIDDLE NAME	APOG		
3. DATE OF BIRTH (mm/dd/yyyy)	5/20/1957	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. TINAG-AN, ALBUERA, LEYTE		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	If holder of dual citizenship, please indicate the details.	
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	No. 309 VELARDE ST. House/Block/Lot No. Street Subdivision/Village TINAG-AN City/Municipality ALBUERA LEYTE Province
7. HEIGHT (m)	1.6	18. PERMANENT ADDRESS	No. 309 VELARDE ST. House/Block/Lot No. Street Subdivision/Village TINAG-AN City/Municipality ALBUERA LEYTE Province
8. WEIGHT (kg)	81	19. TELEPHONE NO.	NONE
9. BLOOD TYPE	O	20. MOBILE NO.	09062716490
10. GSIS ID NO.	57052000035	21. E-MAIL ADDRESS (if any)	asteriasevilla@yahoo.com
11. PAG-IBIG ID NO.	1700-0026-1820		
12. PHILHEALTH NO.	13-000014360-0		
13. SSS NO.	NONE		
14. TIN NO.	104-770-365		
15. AGENCY EMPLOYEE NO.	V00480		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SEVILLA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DIONESIO	NAME EXTENSION (JR., SR)	ANTONETTE A. SEVILLA-CRUZ	8/27/1989
MIDDLE NAME	STA. IGLESIA		BENEDICT A. SEVILLA	4/2/1991
OCCUPATION	SELF-EMPLOYED		FRANCIS A. SEVILLA	5/24/1994
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	APOG			
FIRST NAME	FRANCISCO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LUMBA			
25. MOTHER'S MAIDEN NAME				
SURNAME	VELARDE			
FIRST NAME	FORTALIZA			
MIDDLE NAME	TABUDLONG			

(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 GRADUATE D	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	TINAG-AN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1963	1969	N/A	1969	SALUTATORIAN
SECONDARY	DAMULAN BARANGAY HIGH SCHOOL	HIGH SCHOOL	1969	1973	N/A	1973	3RD HONOR
VOCATIONAL / TRADE COURSE	ST. PETER'S COLLEGE OF ORMOC	DIPLOMA IN SECRETARIAL SCIENCE	1973	1975	N/A	1975	none
COLLEGE	ST. PETER'S COLLEGE OF ORMOC	BS COMMERCE	1977	1981	N/A	1981	none
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	ASTERIA A. SEVILLA	DATE	SEPT. 4, 2017
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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
CAREER SERVICE PROFESSIONAL	70.0	6/18/1978	TACLOBAN CITY	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2017	Present	Administrative Officer II	Visayas State University	21,058.00	11-7	Permanent	Y
12/8/2016	12/31/2016	Administrative Officer II	Visayas State University	20,362.00	11-7	Permanent	Y
1/1/2016	12/7/2016	Administrative Officer II	Visayas State University	20,142.00	11-6	Permanent	Y
12/8/2013	12/31/2015	Administrative Officer II	Visayas State University	19,495.00	11-6	Permanent	Y
6/1/2012	12/7/2013	Administrative Officer II	Visayas State University	19,302.00	11-5	Permanent	Y
6/1/2011	5/31/2012	Administrative Officer II	Visayas State University	17,994.00	11-5	Permanent	Y
12/8/2010	5/31/2011	Administrative Officer II	Visayas State University	16,687.00	11-5	Permanent	Y
6/24/2010	12/7/2010	Administrative Officer II	Visayas State University	16,419.00	11-4	Permanent	Y
7/1/2009	6/23/2010	Administrative Officer II	Visayas State University	15,072.00	11-4	Permanent	Y
7/1/2008	6/30/2009	Administrative Officer II	Visayas State University	13,726.00	11-4	Permanent	Y
12/8/2007	6/30/2008	Administrative Officer II	Visayas State University	12,478.00	11-4	Permanent	Y
7/1/2007	12/7/2007	Administrative Officer II	Visayas State University	12,175.00	11-4	Permanent	Y
12/8/2004	6/30/2007	Administrative Officer II	Visayas State University	11,068.00	11-3	Permanent	Y
12/1/2004	12/7/2004	Administrative Officer II	Visayas State University	10,798.00	11-2	Permanent	Y
12/8/1998	11/30/2004	Administrative Officer I	Visayas State University	10,798.00	11-2	Permanent	Y
6/16/1997	12/7/1998	Clerk IV	Visayas State University	7,540.00	8-2	Permanent	Y
7/1/1989	6/15/1997	Clerk III	Visayas State University	6,321.00	6-5	Permanent	Y
9/16/1983	6/30/1989	Clerk I	Visayas State University	762.75	3	Permanent	Y
1/18/1983	9/15/1983	Clerk Typist	Visayas State University	352.00		Casual	Y
11/2/1978	5/20/1982	Court Stenographer I	Municipal Trial Court	700.00		Temporary	Y
8/26/1975	11/1/1978	Court Clerk Stenographer I	Municipal Trial Court	388.33		Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE	ASTEMA S. SEVILLA	DATE	SEPT. 6, 2017
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC OR GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(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)

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Stenography	Exemplary Non-Academic Performance Award (Non-Supervisory Level)	VSU Administrative Personnel Association
Typing/encoding		VSU Credit Cooperative
Reading magazines, etc		

(Continue on separate sheet if necessary)

SIGNATURE	ASTORIA A. SENNA	DATE	SEPT 6, 2017
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ Resignation, took the review and CPA board exam
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Dr. Lourdes B. Cano	VSU, Baybay City, Leyte	9176341502
Ms. Teresita L. Quiñanola	VSU, Baybay City, Leyte	9981517122
Engr. Celso Gumaod	VSU, Baybay City, Leyte	9176341532

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.

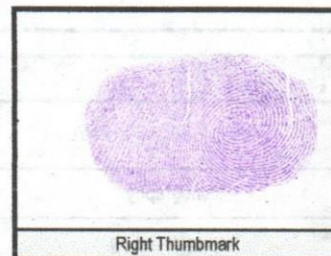
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU ID

ID/License/Passport No.: V00480

Date/Place of Issuance: Jan. 2010/Visayas State University

Asteria A. Sevilla
ASTERIA A. SEVILLA
Signature (Sign inside the box)
September 6, 2017
Date Accomplished



SUBSCRIBED AND SWORN to before me this SEP 06 2017, affiant exhibiting his/her validly issued government ID as indicated above.

M. Rysan
ATTY. RYSAN O. GUINOCOR

NOTARY PUBLIC

UNTIL DECEMBER 31, 2017

STR 0193867 - BAYBAY/LEYTE - 1/12/17

IBP 1030924 - TACLOBAN CITY - 12/19/16

MCLE COMP. NO. V-0000000-07/2016


ROLL OF ATTORNEYS NO. 57467

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: December 1, 2014 to present
- Position: Administrative Officer III
- Name of Office/Unit: Records Office & Archives Center
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any):
 - Secured approval to dispose records and conducted actual disposal of records in the presence of Representatives from the National Archives of the Philippines and the Commission on Audit.
- Summary of Actual Duties:
 - Responsible in the custody and safekeeping of the university's official records and documents and 201 files of all VSU personnel; proper implementation of records management activities; directing the inventory of records as well as the evaluation of records for retention and disposal, maintaining the preservation of permanent records found in the Archives Center.



ASTERIA A. SEVILLA

(Signature over Printed Name
of Employee/Applicant)

Date: Sept. 6, 2017