## **PERSONAL DATA SHEET**

WARNING: Any misrepretation 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 PERSONA	L DATA SHE	ET (PDS) BEFORE ACCOMP			adavacimi	nar ousers again	st the person	on concerned.
	and use separate sheet if neces	sary. Indicate N	VA if not applicable. DO NOT Al	BBREVIATE.		1. CS ID No.		(Do not fill u	p. For CSC use only)
PERSONAL INFORMATIO 2 SURNAME	SEVILLA								
FIRST NAME	ASTERIA						NAME EXTENSION (JR	., SR)	
				-					
MIDDLE NAME  3. DATE OF BIRTH	APOG				_				
(mm/dd/yyyy)	5/20/1957		16. CITIZENSHIP		✓ Filipi	no _	Dual Citizenship	Doy natura	alization
4. PLACE OF BIRTH	BRGY. TINAG-AN, ALBUE	RA, LEYTE	If holder of dual citizenship,		Pls. indicate country:				
5. SEX		Female	please indicate the o	Jetalis.				1 50	
6 CIVIL STATUS	Single	/ Married Separated	17. RESIDENTIAL ADDRESS	Ho	No. 309 use/Block/Lot No	).	V	ELARDE S'	Т.
1 To	Other/s:	_ separated	CHANGE CONTRACTOR	0	ubdivision/Village	(1) m = (4)		TINAG-AN Barangay	
7. HEIGHT (m)	1.6				ALBUERA			LEYTE	
8. WEIGHT (kg)	81	VAR1	ZIP CODE		City/Municipality	au 2/300 SA	6542	Province	
9. BLOOD TYPE	0	A Sign	18. PERMANENT ADDRESS		No. 309	alastabă	V	ELARDE S	Т.
	3 - 3 - 60 010 00	Mila	FGB10 - LYCETOV III	Ho	use/Block/Lot No	). die 150		Street TINAG-AN	816721
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11. PAG-IBIG ID NO.	1700-0026-1820		CO CONTRACTOR	ALBUERA City/Municipality		LEYTE Province.			
12. PHILHEALTH NO.	13-000014360-0		ZIP CODE		6542			tracines necha	
13. SSS NO.	NONE		19. TELEPHONE NO.		need of the sentence NONE			531.201	01-086
14. TIN NO.	104-770-365		20. MOBILE NO.		09062716490				DOM'S
15. AGENCY EMPLOYEE NO.	V00480		21. E-MAIL ADDRESS (if any)		asteriasevilla@yahoo.com				
II. FAMILY BACKGROUND	nus tre monathe personal section								
22. SPOUSE'S SURNAME	SEVILLA				HILDREN (Write		list all)	DATE OF B	IRTH (mm/dd/yyyy)
FIRST NAME	DIONESIO		NAME EXTENSION (JR., SR)				27/1989		
MIDDLE NAME	STA. IGLESIA	y fin	ento esperant				/2/1991		
OCCUPATION .	SELF-EMPLOYED	yire	evial emil acyssiv FRANCI		RANCIS A. SEVILLA			5/24/1994	
EMPLOYER/BUSINESS NAME	N/A SET LETTER	yhat	wheeligh filtered		live Officer II	ndenini.A		0021757	1002.181
BUSINESS ADDRESS	N/A S-FF DOSETAL	ylin	Nigeras Sede University		I yeaffO cob	duzi inbă	N.	MSG2,11	0.290001
TELEPHONE NO.	NIA		ne Prof. Santa Save		1	aid.	3.77	294.7.71	Vactorial
24. FATHER'S SURNAME	APOG		manual abatic property		III.	APT TO THE REAL PROPERTY.		525	district
FIRST NAME	FRANCISCO		NAME EXTENSION (JR., SR)						Total Marie Control
MIDDLE NAME	LUMBA	yang	L'And and suring						
25. MOTHER'S MAIDEN NAME	80,5	Agis	Wildline State Uplan		laley*	SINO .		88(),679	- CONT. M. (24.)
SURNAME	VELARDE	231	Vagicidal 1494 Cou		Fleriosigo	w heed_		1758	<b>美</b> 尼 芸計
FIRST NAME	FORTALIZA		garanti sa di sa angalamati di sa angala	Go. Languagate is deal to all.			0	miles.	- ETRICATUR
MIDDLE NAME	TABUDLONG		(Continue on separate sheet if necessary)						
III. EDUCATIONAL BACKG	ROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)		BASIC EDUCATION/DEGR (Write in full)		PERIOD OF A	TO	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATE D	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	TINAG-AN ELEMENTARY SCHOOL		PRIMARY EDUCATION		1963	1969	N/A	1969	SALUTATORIAN
SECONDARY	DAMULAAN BARANGAY HIGH SCHO	DOL	HIGH SCHOOL		1969	1973	N/A	1973	3RD HONOR
VOCATIONAL / TRADE COURSE	ST. PETER'S COLLEGE OF ORMOC		DIPLOMA IN SECRETARIAL SO	HENCE	1973	1975	N/A	1975	none
COLLEGE	ST. PETER'S COLLEGE OF ORMOC	PETER'S COLLEGE OF ORMOC BS COMMERCE			1977	1981	N/A	1981	none
GRADUATE STUDIES	N/A ·		N/A	AL WE	N/A	N/A	N/A	N/A	N/A
		0	(Continue on separate sheet if ne	cessary)					
SIGNATURE	ASTEN	us s.	SEVILLA		DA	TE	SEPT.	4,20	17 /

	SPECIAL LAWS ARANGAY ELIGIBILITY		RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINA		MENT	LICENSE (if at	Date o
CAI	REER SERVICE PE	ROFESSIONAL	70.0	6/18/1978	TACLOBAN CITY			N/A	N/A
		Miles	17 204 201 FEB. 20	PROCESSION ACCOUNTS	POW TOOKS WALL WAS	Quin mail Early	100 B 145	or en contr	1776.3
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/. WORK	EXPERIENCE		(Co	ntinue on separate sheet	T necessary)				
en management	LUSIVE DATES	Start from your recent	work) Description	of duties should be	indicated in the attached	Work Experi	ence sheet		
	(mm/dd/yyyy)	POSITION T (Write in full/Do not			ENCY / OFFICE / COMPANY /Do not abbreviate)	MONTHLY SALARY	GRADE (# applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVIC (Y/ N)
/1/2017	Present	Administrative	Officer II	Visayas S	tate University	21,058.00	11-7	Permanent	Υ
2/8/2016	12/31/2016	Administrative	Officer II	Visayas S	tate University	20,362.00	11-7	Permanent	Y
/1/2016	12/7/2016	Administrative	Officer II	Visayas S	tate University	20,142.00	11-6	Permanent	Y
2/8/2013	12/31/2015	Administrative	Officer II	Visayas S	tate University	19,495.00	11-6	Permanent	Y
1/2012	12/7/2013	Administrative	Officer II	Visayas S	tate University	19,302.00	11-5	Permanent	Y
/1/2011	5/31/2012	Administrative	Officer II	Visayas S	tate University	17,994.00	11-5	Permanent	Υ
2/8/2010	5/31/2011	Administrative	Officer II	Visayas S	tate University	16,687.00	11-5	Permanent	Υ
5/24/2010	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 S	15,072.00	11-4	Permanent	Υ	
7/1/2008	6/30/2009	Administrative	Officer-II	Visayas (	-13,726.00	114	Permanent	Y	
2/8/2007	6/30/2008	Administrative	Officer II	Visayas State University		12,478.00	11-4	Permanent	Υ
/11/2007	12/7/2007	Administrative	Officer II	Visayas S	tate University	12,175.00	11-4	Permanent	Y
2/8/2004	6/30/2007	Administrative	Officer II	Visayas State University		11,068.00	11-3	Permanent	Y
2/1/2004	12/7/2004	Administrative	Officer II	Visayas State University		10,798.00	11-2	Permanent	Υ
2/8/1998	11/30/2004	Administrative	Officer I	Visayas State University		10,798.00	11-2	Permanent	Υ
3/16/1997	12/7/1998	Clerk I	1	Visayas S	tate University	7,540.00	8-2	Permanent	Y
7/1/1989	6/15/1997	Clerk II		Visayas S	tate University	6,321.00	6-5	Permanent	Υ
0/16/1983	6/30/1989	Clerk		Visayas S	tate University	762.75	3	Permanent	Y
/18/1983	9/15/1983	Clerk Typ	oist	Visayas S	tate University	352.00		Casual	Y.
1/2/1978	5/20/1982	Court Stenog	rapher I	Municip	al Trial Court	700.00	TUPAL	Temporary	Y
126/1975	. 11/1/1978	Court Clerk Sten	ographer I	Municip	al Trial Court	388.33	AZHK	Temporary .	Y
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10	TABLE J. A.		(Con	ntinue on separate sheet	I necessary)	Dark.	2 X00 3 C (187)		
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H VOIENTARY WORK OF INVOINEMENT	N COME DUMENT	ALON E IV	NUMER DATE	DO AUGUSTANION		
VI. VOLKINTARY WORK OR INVOLVEMENT I		/PEOPLE/V		RGANIZATION.		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)  From To		NUMBER OF HOURS	i dan e	POSITION / NATURE OF WORK
NONE	SAV	N/A	N/A	N/A	N/A make and the beat of the much	
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300				Sa No avi	sin i un	to the problem and the constraints.
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	lelf add					
VII. LEARNING AND DEVELOPMENT (L&D) I	NTERVENTIONS/TRAINING P		TENDED	(y)		
Start from the most recent L&C training program and includ			VE DATES OF	Chief Executive Man	Type of LD	
<ol> <li>TITLE OF LEARNING AND DEVELOPMENT INTE (Write in full)</li> </ol>	ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	/ Managerial/	CONDUCTED/ SPONSORED BY (Write in full)	
Seminar-Workshop on Office and Records Manageme	ent	7/6/2017	To 7/7/2017	16.0	Technical	Visayas State Univesity
inhancement Seminar-Workshop on Internal Quality	3/2/2017	3/3/2017	16.0	Technical	Visayas State Univesity	
eminar-Workshop on 5S-Kaizen for Quality Improve	ment on SBY Washington	2/17/2017	2/17/2017	8.0	Technical	Visayas State University
wareness Seminar on ISO 9001:2015	Tay (E) Los	1/20/2017	1/21/2017	16.0	Technical	AJA Registrars
nternal Quality Audit Training	Sau Trie 1141	1/17/2017	3/19/2017	24.0	Technical	AJA Registrars
orkshop to Review and Improve Citizen's Quarter p	er CSC MC No. 14, s. 2016	9/1/2016	9/1/2016	8.0	Technical	Visayas State Univesity
R Records Management	- M. AVIS. F. 17.	6/3/2016	6/3/2016	8.0	Technical	
INOP 2: A Course on Book Conservation and Print a	nd Electronic Archiving	4/20/2016	4/22/2016	24.0	Technical	Civil Service Commission
eminar-Workshop on Records Recovery and Disaste	er Preparedness	4/23/2014	4/23/2014	8.0	Technical	Society of Filipino Archivists
raining on RA 9184 and its Revised IRR	saga easelo 827 y	7/28/2012	7/28/2012	8.0	Technical	National Archives of the Phil.
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ЛИ. OTHER INFORMATION	(6)	onlinue on separali	sheel if necessar	<b>y</b> †		
31. ŚPECIAL SKILLS and HOBBIES	32. NO	ON-ACADEMIC DIST	INCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Stenography	Exemplary Non-Acad			on-Supervisory I	Level)	VSU Administrative Personnel Association
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SIGNATURE	ASTEM	Tuus	enus	1	ATE	SEPT 6, 2017

chief of bureau or office or to the person who has immedia	ng or recommending authority, or to the ate supervision over you in the Office,			
Bureau or Department where you will be apppointed,	AND THE PARTY OF T			
a. within the third degree?		YES N		
b. within the fourth degree (for Local Government Unit - C	☐ YES ☑ NO If YES, give details:			
a. Have you ever been found guilty of any administrative of	offense?	YES V N	0	
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:			
6. Have you ever been convicted of any crime or violation of by any court or tribunal?	☐ YES ☑ NO If YES, give details:			
7. Have you ever been separated from the service in any of retirement, dropped from the rolls, dismissal, termination, out (abolition) in the public or private sector?	YES NO If YES, give details: Resignation, took the review and CPA board exam			
8. a. Have you ever been a candidate in a national or local of Barangay election)?	☐ YES ☑ NO If YES, give details:			
b. Have you resigned from the government service during last election to promote/actively campaign for a national of	YES NO			
Have you acquired the status of an immigrant or permane	☐ YES ☑ NO If YES, give details (country):			
<ol> <li>Pursuant to: (a) Indigenous People's Act (RA 8371); (b) N 7277); and (c) Solo Parents Welfare Act of 2000 (RA 897</li> </ol>	나는 사용하다 시간 하게 되는 사람이 많은 사람이 많은 것이 없는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없는 것이다.	panetic A steenward the traff44	2 in Course on South Deastern Son Head	
Are you a member of any indigenous group?	THE SECOND SECOND	YES [If YES, please specify:	NO	
Are you a person with disability?		YES [	NO lo:	
Are you a solo parent?		If YES, please specify ID No:		
11. REFERENCES (Person not related by consanguinity or affinity to applicate	ant /appointee)	SOME PROPERTY OF THE PROPERTY		
NAME	ADDRESS	. TEL. NO.		
r. Lourdes B. Cano	VSU, Baybay City, Leyte	9176341502	-	
s. Teresita L. Quiñanola	VSU, Baybay City, Leyte	9981517122	43)	
ngr. Celso Gumaod	VSU, Baybay City, Leyte	9176341532		
42. I declare under oath that I have personally accomplish complete statement pursuant to the provisions of per				
Philippines. I authorize the agency head/authorized re I agree that any misrepresentation made in this diadministrative/criminal case/s against me.	presentative to verify/validate the conten	ts stated herein.	Sherilla ASTERIA A SEVILLA PHOTO	
Philippines. I authorize the agency head/authorized re I agree that any misrepresentation made in this de	presentative to verify/validate the content occument and its attachments shall cau	ts stated herein. use the filing of	ASTERIA A SEVILLA	
Philippines. I authorize the agency head/authorized re I agree that any misrepresentation made in this di 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	presentative to verify/validate the content occument and its attachments shall call attachments shall call attachments.	ts stated herein. use the filing of	ASTERIA A SEVILLA	
Philippines. I authorize the agency head/authorized re I agree that any misrepresentation made in this di 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	presentative to verify/validate the content occument and its attachments shall cau  ACTEMA A . S  Signature (Sign inside the September 6, 2017	ts stated herein. use the filing of  EVILU  abox)	PHOTO	
Philippines. I authorize the agency head/authorized re I agree that any misrepresentation made in this di 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	presentative to verify/validate the content ocument and its attachments shall cau  ACTEMA A · S Signature (Sign inside the September 6, 2017 Date Accomplished	ts stated herein. use the filing of	PHOTO  Right Thumbmark	
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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: 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