

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	Escala		
FIRST NAME	Leopoldo	NAME EXTENSION (JR., SR) Jr.	
MIDDLE NAME	Simpron		
3. DATE OF BIRTH (mm/dd/yyyy)	03/28/1982	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: Philippines
4. PLACE OF BIRTH	Baybay, 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 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 Jaena Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.69	ZIP CODE	6521
8. WEIGHT (kg)	84.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	2005311414	ZIP CODE	
11. PAG-IBIG ID NO.	121203239011		
12. PHILHEALTH NO.	130001049640		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	943-262-586	20. MOBILE NO.	0963-962-9709
15. AGENCY EMPLOYEE NO.	V01054	21. E-MAIL ADDRESS (if any)	leopoldo.escala@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Escala		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jesamine	NAME EXTENSION (JR., SR)	Jason Paul M. Escala	04/04/2007
MIDDLE NAME	Morales		Paul Stephen M. Escala	09/20/2017
OCCUPATION	Housewife		Aliyah Bless M. Escala	05/24/2021
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	09155226289			
24. FATHER'S SURNAME	Escala			
FIRST NAME	Leopoldo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Martus	Sr.		
25. MOTHER'S MAIDEN NAME	Natividad Lattorre Simpron			
SURNAME	Escala			
FIRST NAME	Natividad			
MIDDLE NAME	Simpron			

(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	Jaena Elementary School	Elementary	1988	1994	N/A	1994	2nd Honor
SECONDARY	Baybay National High School	High School	1994	1998	N/A	1998	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Leyte State University	Bachelor of Science in Agriculture	1998	2003	170 units	N/A	N/A
GRADUATE STUDIES	N/A	N/A					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 09, 2025
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

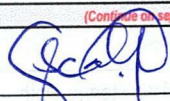
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 09, 2025
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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			
	Lakas Angkan Ministry Incorporation (LAMI) Joshua Center, Taft Avenue, Manila, Phil	11/13/1998	PRESENT	15 hrs/week	Baybay Outreach Area Core Team	
	DOJ-Parole and Probation Office Western Leyte Baybay City Parole and Probation Office, Baybay City, Leyte	04/2025	Present	4 hrs/week	Volunteer Probation Assistant / Spiritual and Moral Formation of Probationers	
(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			
	Monthly Financial Report Writing and Transparent Reporting Training	03/05/2025	03/05/2025	8	Technical	BRGO
	Seminar on RA 9184 and Its Revised Implementing Rules and Regulations and Updates	11/26/2024	11/28/2024	24	Technical	GPPB-TSO/VSU
	Public Financial Management Workshop	09/18/2024	09/20/2024	24	Technical	DBM R08/ VSU
	Basic Course Training for the RA 9184 and its 2016 revised Implementing Rules and Regulations	08/22/2023	08/24/2023	24	Technical	GPPB-TSO/VSU
	Personality Development and Developing Costumer Satisfaction Training	06/13/2023	06/16/2023	32	Technical	POAP
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24	Technical	DBM R08/ VSU
	Hands-Only Cardiopulmonary Resuscitation	07/07/2022	07/07/2022	2	Technical	VSU Hospital
	Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers	05/30/2022	05/31/2022	16	Technical	GPPB-TSO
	Virtual Training on RA 9184 and its Revised Implementing Rules and Regulations	05/03/2021	05/07/2021	20	Technical	GPPB/VSU
	Webinar on Government Procurement Under New Normal	07/24/2020	07/24/2020	4	Technical	GPPB-TSO
	Philippine Government Electronic Procurement System (PhilGEPS)	07/17/2019	07/18/2019	16	Technical	Philippine Government Electronic Procurement System (PhilGEPS)
	Seminar on the Preparation & Processing of Documents Relative to Procurement	03/20/2019	03/22/2019	24	Technical	GPPB/VSU
(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)		
	Playing Guitar	N/A		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	July 09, 2025	

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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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 _____

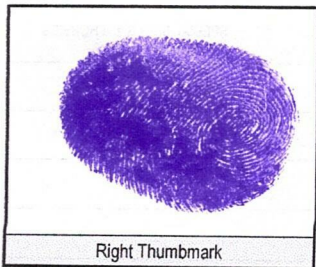
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Jessamine C. Ecleo	VSU, Visca, Baybay City	09985550106
Alicia M. Flores	Visayas State University	09176341430
Daniel Leslie S. Tan	VSU, Visca, Baybay City	09328685396
42. I declare under oath 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.		



LEOPOLDO S. ESCALA JR.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: DL
ID/License/Passport No.: H1216002452
Date/Place of Issuance: 03/28/2024 / Baybay City

Signature (Sign inside the box)
07/09/2025
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 07 AUG 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABECAIL S. MONTEMAYOR
VSU Director, Legal Affairs and Services
Person Administering Oath

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.

Sample: If applying to Supervising Administrative Officer

- Duration: February 02, 2022 – August 15, 2024
- Position: Administrative Aide IV
- Name of Office/Unit: Procurement Office
- Immediate Supervisor: Jessamine C. Ecleo
-
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
-
- List of Accomplishments and Contributions (if any)
-
- Summary of Actual Duties
 - Responsible for Contract management Monitoring, Act as BAC Secretariat, responsible for preparation of Bid Documents, posting in Philgeps and Agency Website

- Duration: April 16, 2018 – February 01, 2022
- Position: Administrative Aide III
- Name of Office/Unit: Supply and Property Management Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
-
- List of Accomplishments and Contributions (if any)
-
- Summary of Actual Duties
 - Responsible for Preparation of PAR/ICS/ Assists in the conduct of Inspection of Agency properties

Attachment to CS Form No. 212


LEOPOLDO S. ESCALA JR.
 (Signature over Printed Name
 of Employee/Applicant)

Date: 7/9/2025