

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	CUEVAS		
FIRST NAME	HAIDE		NAME EXTENSION (JR., SR)
MIDDLE NAME	BAGARINAO		
3. DATE OF BIRTH (mm/dd/yyyy)	7/10/1983	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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 Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.59	ZIP CODE	6521
8. WEIGHT (kg)	59		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	NA	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0219-5153		
12. PHILHEALTH NO.	13-025278101-4	19. TELEPHONE NO.	NA
13. SSS NO.	33-7921508-6	20. MOBILE NO.	09161576758
14. TIN NO.	482-445-147	21. E-MAIL ADDRESS (if any)	haide.cuevas@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	NA		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CUEVAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MELENCIO	NAME EXTENSION (JR., SR) JR.	MELECEN JUI B. CUEVAS	JUNE 25, 2013
MIDDLE NAME	ORENDAIN			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	BAGARINAO			
FIRST NAME	CARLOS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SORIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MILLOZA			
FIRST NAME	MARGARITA			
MIDDLE NAME	CAYUNDA		(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	SAN AGUSTIN ELEMENTARY SCHOOL	Primary Education	1991	1996	NA	1996	5th Honor
SECONDARY	BUNGA NATIONAL HIGHSCHOOL	Secondary Education	1996	2000	NA	2000	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Animal Science	2009	2012	NA	2012	NA
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	January 30, 2023

[illegible]

V. WORK EXPERIENCE

28.	INCLUSIVE DATES				SALARY/ JOB/ PAY		
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[illegible]

SIGNATURE	DATE	00 0000
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January 30, 2023

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		
	NA	NA	NA	NA	NA

(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			
	ISO 9001:2015 Awareness/Re-awareness Webinar	8/30/2022	8/30/2022	3.0	Technical	OP-VSU
	ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	4.0	Technical	OP-VSU
	Orinetation Webinar on Employees' Duties and Responsibilities and Good Customer Service for Clerks, dDRCs and Utility Workers	09/23/2021	09/23/2021	4.0	Technical	OP-VSU
	Orinetation and Re-Cascading of Documents and Resorcs Control Procedure Manual (PM) and Guideline (GL)	09/20/2021	09/20/2021	3.50	Technical	ODQA-VSU
	Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons and College Hotline Agents	07/29/2021	07/29/2021	2.0	Technical	OVPAA-VSU
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8.0	Technical	OP-VSU
	Webinar presentation on "Document Tracking System"	11/13/2020	11/13/2020	3.0	Technical	OVPAF-VSU
	Orientation Workshop among JO clerks & Laboratory Technicians	01/15/2019	01/15/2019	4.0	Technical	VSU
	ISO Documentation Training	01/16/2019	01/17/2019	12.0	Technical	VSU
	Orientation on the PRIME-HRM of the Civil Service Commision	07/12/2018	07/12/2018	8.0	Technical	ODAHRD-VSU
	ISO 9001:2015 Orientation	05/03/2018	05/03/2018	8.0	Technical	VSU
	Conference Among Department Based HRMPs on Personnel related Policies/Documents/Requirements	11/11/2017	11/11/2017	8.0	Technical	ODAHRD-VSU
	Orientation Seminar of Basic Customer Service and Work values	11/05/2017	11/05/2017	8.0	Technical	ODAHRD-VSU
	Orientation on Preparation of Documents for the Internal Audit	07/26/2017	07/26/2017	8.0	Technical	VSU
	Records Management Training	07/06/2017	07/07/2017	16.0	Technical	VSU
	Full Awareness Training Course ISO 9001:2015	01/26/2017	01/27/2017	16.0	Technical	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)
	scrapbook designing		NA		NA
	gardening				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 30, 2023
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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:

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

NAME	ADDRESS	TEL. NO.
JANNET C. BENCURE	30 Kilbourne Drive, VSU, Baybay City, Leyte	9981959629
FLORENTINO F. MORALES, JR.	Farmers Village, VSU, Baybay City, Leyte	9614642429
MARTIN JAN E. MERCURIO	Purok 2, Brgy. Linao, Inopacan, Leyte	9555376742

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: BIR

ID/License/Passport No.: 482-445-147

Date/Place of Issuance: 08-25-17/Ormoc City

Signature (Sign inside the box)

January 30, 2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 31 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSANZ GUINOCOR
Person Administering Oath

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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: January 16, 2023 – present
- Position: Administrative Aide III (Clerk I)
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University (Main Campus)

- Summary of Actual Duties

- Responsible for performing administrative tasks such as, preparation and facilitating financial reports, faculty workloads, and personnel documents, issuing, maintaining, retrieving, and controlling controlled documents. Assigning of document numbers and other coding controls for the documents; responds to queries and performs other related functions.

- Duration: February 2, 2015 - January 15, 2023
- Position: Department Clerk/dDRC
- Name of Office/Unit: Department of Geodetic Engineering
- Immediate Supervisor: Engr. Martin Jan E. Mercurio (July 2022-January 2023)
Prof. Florentino F. Morales, Jr. (March 2022-June 2022, February 2015-October 2017)
Dr. Jannet C. Bencure (March 2021-February 2022)
Engr. Juztine Jane L. Rebuyas (July 1, 2020-February 2021)
Engr. Diana Christa G. Milloza (November 2017-January 2020)
- Name of Agency/Organization and Location: Visayas State University (Main Campus)

- Summary of Actual Duties

- Responsible for performing administrative tasks such as, preparation and facilitating financial reports, faculty workloads, and personnel documents, issuing, maintaining, retrieving, and controlling controlled documents. Assigning of document numbers and other coding controls for the documents; responds to queries and performs other related functions.


HAIDE B. CUEVAS

(Signature over Printed Name
of Employee/Applicant)

Date: 2/21/2023