

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	BALO		
FIRST NAME	MARIA PRECILLA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	PABE		
3. DATE OF BIRTH (mm/dd/yyyy)	12/14/1995	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	BACOR, CAVITE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A PUROK 3 House/Block/Lot No. Street N/A MASLUG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52		
8. WEIGHT (kg)	64	ZIP CODE	6521
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A PUROK 3 House/Block/Lot No. Street N/A MASLUG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005854755	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0819-3021	19. TELEPHONE NO.	(053)-563-1236
12. PHILHEALTH NO.	13-025475820-6	20. MOBILE NO.	0965-570-5131
13. SSS NO.	34-7865244-3	21. E-MAIL ADDRESS (if any)	precilla.balo@vsu.edu.ph
14. TIN NO.	706-586-185		
15. AGENCY EMPLOYEE NO.	V01233		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BALO			
FIRST NAME	PROCESD	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	SALAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	PABE			
FIRST NAME	GILNA			
MIDDLE NAME	COTACTE			

(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	MASLUG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2003	2009	GRADUATED	2009	VALEDICTORIAN
SECONDARY	PLARIDEL NATIONAL HIGH SCHOOL	HIGH SCHOOL	2009	2013	GRADUATED	2013	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN ECONOMICS	2013	2017	GRADUATED	2017	CUM LAUDE
	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE INCORPORATED	BACHELOR OF SCIENCE IN SECONDARY EDUCATION	2019	2020	21 UNITS EARNED	2019	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 21, 2022
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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 PD-907- HONOR GRADUATE	N/A	6/30/2017	CSCR08, PALO, LEYTE	100108170723	6/14/2017
NON-PROFESSIONAL DRIVER'S LICENSE	N/A	11/20/2015	LTO BAYBAY DISTRICT OFFICE, BAYBAY CITY, LEYTE	H12-15-003082	11/20/2015

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 21, 2022
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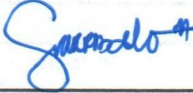
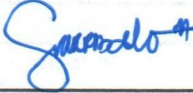
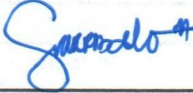



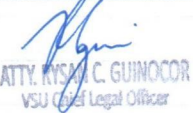
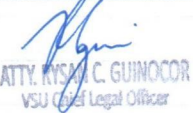
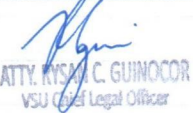
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	MASLUG EXECUTIVE COMMITTEE	6/4/2018	6/13/2018	40.0	COMMITTEE
	PARISH PASTORAL COUNCIL FOR RESPONSIBLE VOTING	5/15/2015	5/15/2015	8.0	WATCHER

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)

(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)
DATA ANALYSIS SKILLS	N/A	YOUNG ENONOMIST SOCIETY (YES)
COMPUTER SKILLS (MS WORD, EXCEL, POWERPOINT, PUBLISHER, ETC.)	N/A	YOUNG ENONOMIST SOCIETY (YES)
INTERPERSONAL SKILLS	N/A	COMMISSION ON YOUTH (COY)
LEADERSHIP SKILLS	N/A	COMMISSION ON YOUTH (COY)

SIGNATURE		DATE	March 21, 2022
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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 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)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>GLADYS G. DOYDORA</td><td>VSU, DEPARTMENT OF CIVIL ENGINEERING</td><td>565-0600 LOCAL 1020</td></tr><tr><td>MARWEN A. CASTAÑEDA</td><td>VSU, OFFICE OF THE UNIVERSITY REGISTRAR</td><td>565-0600 LOCAL 1067</td></tr><tr><td>MANOLO B. LORETO, JR.</td><td>VSU, OFFICE OF THE DEAN OF STUDENTS</td><td>565-0600 LOCAL 1070</td></tr></table>		NAME	ADDRESS	TEL. NO.	GLADYS G. DOYDORA	VSU, DEPARTMENT OF CIVIL ENGINEERING	565-0600 LOCAL 1020	MARWEN A. CASTAÑEDA	VSU, OFFICE OF THE UNIVERSITY REGISTRAR	565-0600 LOCAL 1067	MANOLO B. LORETO, JR.	VSU, OFFICE OF THE DEAN OF STUDENTS	565-0600 LOCAL 1070
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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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: LTO-DRIVER'S LICENSE</td></tr><tr><td>ID/License/Passport No.: H12-15-003082</td></tr><tr><td>Date/Place of Issuance: 11/20/2015, BAYBAY CITY, LEYTE</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: LTO-DRIVER'S LICENSE	ID/License/Passport No.: H12-15-003082	Date/Place of Issuance: 11/20/2015, BAYBAY CITY, LEYTE	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>March 21, 2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	March 21, 2022	Date Accomplished			
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SUBSCRIBED AND SWORN to before me this 07 APR 2022 , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath									
													
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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: January 25, 2021-present
- Position: Administrative Aide III
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Gladys G. Doydora
- Name of Agency/Organization and Location: Visayas State University-Visca, Baybay City, Leyte
- Summary of Actual Duties
Responsible in performing administrative and technical tasks such as preparing documents needed for accreditation; performing the functions of the Document and Records Controller (DRC) within the Department of Civil Engineering (issuing, maintaining, retrieving and controlling controlled documents; maintains records by sorting and filing the same for efficient reference, search and retrieval); provides frontline services by answering queries and request from students and other clients; prepares draft communications of the department and other documents required for final action by the department head; prepares reports such as cash advance, reimbursements, purchase requests, travel order, trip tickets, faculty workload and other office documents and performing other related tasks as maybe assigned by the head from time to time.

- Duration: March 15, 2018-January 24, 2021
- Position: Administrative Aide III (Job Order)
- Name of Office/Unit: Office of the University Registrar
- Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Visayas State University-Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
100% of students/graduates received their requested documents
- Summary of Actual Duties
Responsible in performing administrative and technical tasks such as encoding and updating records, preparing documents requested and filing documents of students in the permanent record envelope and do other duties assigned by the Registrar.


MARIA PRECILLA P. BALO
(Signature over Printed Name
of Employee/Applicant)

Date: March 21, 2022