| CS | Foi | rm | No. | 212 |
|----|-----|----|-----|-----|
| _ | | | | |

Revised 2017 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) 2. SURNAME LAYOLA NAME EXTENSION (JR., SR) N/A FIRST NAME LESTER MIDDLE NAME **GUARTE** 3. DATE OF BIRTH 16. CITIZENSHIP (mm/dd/yyyy) 01/05/1988 ✓ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH Maasin City If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX ✓ Male Female **Philippines** 6. CIVIL STATUS Single ✓ Married 17. RESIDENTIAL ADDRESS purok 1 Widowed Separated House/Block/Lot No. Street Other/s: Santa Cruz Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.52 City/Municipality Province 8. WEIGHT (kg) 76.00 ZIP CODE 6521 18, PERMANENT ADDRESS Purok 4 9. BLOOD TYPE 0+ House/Block/Lot No. Street 10 GSIS ID NO N/A Subdivision/Village Barangay MAASIN (Capital) SOUTHERN LEYTE 11. PAG-IBIG ID NO. 121201373331 City/Municipality Province 12. PHILHEALTH NO. 130001034317 ZIP CODE NULL 13. SSS NO. 0626440138 19. TELEPHONE NO. (14. TIN NO. 413564615 20. MOBILE NO. 091-640-7955 15. AGENCY EMPLOYEE NO. V02019 21. E-MAIL ADDRESS (if any) lester.layola@vsu.edu.ph 22. SPOUSE\'S SURNAME LAYOLA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME BRENDA ZEITH IVAN G. LAYOLA 03/18/2013 MIDDLE NAME **GUALBERTO** ZOEY IVORY G. LAYOLA 01/04/2019 OCCUPATION Agriculturist EMPLOYER/BUSINESS NAME Department of Agriculture (DA) Regional Office 8 -**BUSINESS ADDRESS** Tacloban City TELEPHONE NO. 4. FATHER\'S SURNAME LAYOLA NAME EXTENSION (JR., SR) FIRST NAME **EFREN** MIDDLE NAME **AROY** 25. MOTHERY'S MAIDEN NAME virginia c guarte SURNAME **GUARTE** FIRST NAME VIRGINIA

| LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURSE | PERIOD OF ATTENDANCE | | HIGHEST LEVEL/UNITS | YEAR | SCHOLARSHIP ACADEMIC |
|------------------------------|-----------------------------------|--|----------------------|------|---------------------------|-----------|-------------------------|
| LLVCL | | (Write in full) | From | То | EARNED (if not graduated) | GRADUATED | HONORS RECEIVED |
| ELEMENTARY | Cabulihan Elem. School | Elementary | 1995 | 2001 | | 2001 | N/A |
| SECONDARY | Guadalupe National High School | High School | 2001 | 2005 | | 2005 | N/A |
| VOCATIONAL/ TRADE COURSE | N/A | | | | | | |
| COLLEGE Saint Joseph College | | Bachelor of Science in Business Administration (Major in Human Resource development Management) | 2020 | N/A | 3rd year | N/A | N/A |
| GRADUATE STUDIES | N/A | | | | | | |

| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE N/A N/A N/A | | | DATE OF | | | LICENSE (if applicable) | | | |
|---|-----------------------|---|--------------------|---|--------------------|-------------------------|--|--------------------------|--------------------------|
| | | | | EXAMINATION / CONFERMENT | PLACE OF EXAMIN | NUMBER | Date o | | |
| | | | N/A | N/A | N/A | | | N/A | N/A |
| | | | | | | | | | |
| | EXPERIEN | CE nt. Start from your recen | t work) Descriptio | (Continue on separate sheet | | d Work Exper | ience sheet. | | |
| | SIVE DATES n/dd/yyyy) | POSITION TITE (Write in full/Do not at | | 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 | GOV'T SERVIC (Y/N) |
| 1/01/2023 | 06/30/2023 | Administrative A | ide III | Visayas St | 14,678.00 | 3-1 | Casual | Y | |
| 07/01/2022 | 12/31/2022 | Administrative A | | Visayas St | 14,125.00 | 3-1 | Casual | Y | |
|)4/19/2022 | | Administrative A | | Visayas State University | | 13,572.00 | 3-1 | Casual | Y |
| 3/01/2022 | | Administrative A | | | ate University | 14,125.00 | 3-1 | Casual | Y |
| | | | | | | | | | |
| SIGNA | TURE | | AN | (Continue on separate sheet | f necessary) DATE | | 06/30/2 | 2023 | |

| V() | LUNTARY WORK OR INVOLVEMEN | T IN CIVIC / NON-GOVERNM | ENT / PEOPL | E / VOLUNT | ARY ORGANIZ | ZATION/S | | |
|--------------|---|--------------------------|---------------------------------|----------------------|--------------------|---|---|--|
| | NAME & ADDRESS OF OF (Write in full) | | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK | | |
| | | | From | То | | | | |
| | N/A | | N/A | N/A | N/A | | N/A | |
| | | | | | | | | |
| | ARNING AND DEVELOPMENT (L&L on the most recent L&D'training program and include |) INTERVENTIONS/TRAININ | | S ATTENDE | D | gerial positions) | | |
| | TITLE OF LEARNING AND DEVELOPMENT INTE (Write in full | | INCLUSIVE ATTENI (mm/di | DANCE | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) | |
| ************ | Planning, Budgeting, and Expenditure M | anagement in SUCs | 05/16/2023 | 05/18/2023 | 20 | Technical | Philippine Association of State Universities and Colleges | |
| - | Philippine Government Electronic Procurem | ent System (PhilGEPS) | 05/30/2022 | 05/31/2022 | 16 | Technical | Visayas State University / e-blackboards learning and solutinc. | |
| | In-House Training on Republic Act 9184 an | d the 2016 Revised IRR | 06/10/2019 | 06/12/2019 | 24 | Technical | Visayas State University / GPPB-TSQ | |
| | | | | | | | | |
| 701 | THER INFORMATION | | (Continue on separat | e sheet if necessary | | | | |
| 31, | SPECIAL SKILLS and HOBBIES | 32. N | ON-ACADEMIC DIS | | OGNITION | | 33, MEMBERSHIP IN ASSOCIATION/ORGANIZATIO | |
| | N/A | | (W | rite in full) | | | Knights of Colombus – Baybay Council | |
| | | | | | | | | |
| | | | (Continue on separat | e sheet if necessary |) | | | |
| | | An | | | DA | | | |

| 34. | Are you related by consanguinity or affinity to the appoint the chief of bureau or office or to the person who has imm Office, Bureau or Department where you will be apppoint | nediate supervision over you in the | | | | |
|--------|--|---|---|---|--|--|
| | a. within the third degree? | | YES NO | | | |
| | b. within the fourth degree (for Local Government Unit - C | Career Employees)? | YES NO | | | |
| | The state of the s | and Employeesy. | If YES, give details: | | | |
| | | | | | | |
| 35. | a. Have you ever been found guilty of any administrative | offense? | YES NO | *************************************** | | |
| | | | If YES, give details: | | | |
| | | | | | | |
| | | | | | | |
| | b. Have you been criminally charged before any court? | | YES VNO | | | |
| | | | If YES, give details: | | | |
| | | | Date Filed: | - | | |
| al age | The second secon | Commence of the second | Status of Case/s: | | | |
| 36. | the second of th | f any law, decree, ordinance or | YES NO | | | |
| | regulation by any court or tribunal? | | If YES, give details: | | | |
| | | | | | | |
| 37. | Have you ever been separated from the service in any of | the following modes: resignation, | ☐YES ✓NO If YES, give details: | | | |
| | retirement, dropped from the rolls, dismissal, termination, phased out (abolition) in the public or private sector? | end of term, finished contract or | | | | |
| 38. | | election held within the last year | YES NO | | | |
| | (except Barangay election)? | siection field within the last year | If YES, give details: | | | |
| | | | | | | |
| | b. Have you resigned from the government service during last election to promote/actively campaign for a national of | g the three (3)-month period before the or local candidate? | YES NO If YES, give details: | | | |
| 20 | | | | | | |
| 39. | Have you acquired the status of an immigrant or permane | ent resident of another country? | YES NO | | | |
| | | | If YES, give details (country): | | | |
| 40. | Pursuant to: (a) Indigenous People\'s Act (RA 8371); (b) I | Magna Carta for Disabled Persons (RA | | | | |
| | 7277); and (c) Solo Parents Welfare Act of 2000 (RA 897 | 2), please answer the following items: | | | | |
| a. | Are you a member of any indigenous group? | | YES NO | | | |
| | , , , , , , , , , , , , , , , , , , , | | If YES, please specify: | | | |
| b. | Are you a person with disability? | | YES ✓NO | | | |
| | | | If YES, please specify ID No | | | |
| C. | Are you a solo parent? | YES | | | | |
| 41 | DEEEDENCES (Popper and related by assessmentity on #5.4.). | | | | | |
| 41. | REFERENCES (Person not related by consanguinity or affinity to applic NAME | | | | | |
| | | ADDRESS | TEL. NO. | | | |
| | JESSAMINE C. ECLEO | VSU- Main Campus | 09985550106 | | | |
| | Dilberto O. Ferraren | VSU, baybay city | 09176341488 | | | |
| | Alicia M. Flores | Guadalupe baybay city | 09464928865 | | | |
| 42. | I declare under oath that I have personally accomplished | this Personal Data Sheet which is a t | rue, correct and | | | |
| | complete statement pursuant to the provisions of pertin | ent laws, rules and regulations of the | Republic of the | | | |
| | Philippines. I authorize the agency head/authorized repre agree that any misrepresentation made in this docu | sentative to verity/validate the contents | stated herein. LESTER & CAYOU | LA | | |
| | administrative/criminal case/s against me. | ment and its attachments shall cau | se the ming of | | | |
| | | | | | | |
| G | overnment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, | | | | | |
| | E) PLEASE INDICATE ID Number and Date of Issuance | | | | | |
| G | overnment Issued ID: PAGIBIG | CATO | | | | |
| IC | /License/Passport No.: 121201373331 | Signature (Sign inside the I | pox) | | | |
| 0 | ate/Place of Issuance: 04/10/2018 / ormoc city | 06/30/2023 | | | | |
| Ľ | on to be to the total of the to | Date Accomplished | ed Right Thumbmark | | | |
| | SUBSCRIBED AND SWORN to before me this 24 | JUL 2023 , affiant exh | ibiting his/her validly issued government ID as indicated abo | ove. | | |
| | | All | | | | |
| | | AND CHANDOR | | | | |
| | | ATPL PISAN C GUINOWN | | | | |
| | | app was to | 1 | | | |

Person Administering Oath