

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	ESGUERRA		
FIRST NAME	ERLY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SACRO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/09/1992	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	189 EMILIO JACINTO House/Block/Lot No. Street N/A Zone 23 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.62	ZIP CODE	
8. WEIGHT (kg)	54.6		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	189 EMILIO JACINTO House/Block/Lot No. Street N/A Zone 23 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2004883463	ZIP CODE	
11. PAG-IBIG ID NO.	121173699334		
12. PHILHEALTH NO.	13-000110981-3		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	426-623-151	20. MOBILE NO.	0930-493-2593
15. AGENCY EMPLOYEE NO.	V-00904	21. E-MAIL ADDRESS (if any)	erlyesguerra@gmail.com

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		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ESGUERRA			
FIRST NAME	EFREN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NUÑEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	SACRO			
FIRST NAME	ERLINDA			
MIDDLE NAME	BITOY			

(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	BAYBAY NORTH CENTRAL SCHOOL	PRIMARY EDUCATION	6/11/1997	4/11/2004		2004	N/A
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	6/11/2004	4/11/2008		2008	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BS in Agribusiness	6/11/2008	4/11/2012		2012	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MM in Agribusiness Mgmt.	6/11/2014	present	34 UNITS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Sept. 4, 2018
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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
	RA 1080 (BOARD OF AGRICULTURE) UNDER SPECIAL LAWS	78.17%	7/29/2012	TACLOBAN, PHILIPPINES	0015954	3/9/2018
	CAREER SERVICE PROFESSIONAL ELIGIBILITY	78.88%	10/13/2013	TACLOBAN, PHILIPPINES		

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Sept. 4, 2018
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
N/A					

(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)

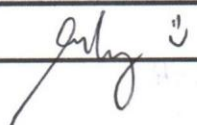
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Unified Accounts Code Structure (UACS) Application Course-Training Program	11/4/2014	11/6/2014	24.0	Technical	Department of Budget and Management
	Planning-Workshop:On the Preparation & Processing of Documents Relative to Procurement	5/27/2015	5/27/2015	4.0	Technical	Supply, Procurement and Property Mgmt. Office
	ISO 9001-2008 Orientation & Writeshop Among Clerk & Secretaries	9/21/2015	9/21/2015	8.0	Technical	Office of the V-President for Admin. and Finance
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16.0	Technical	Office of the V-President for Admin. and Finance
	OVPAP Strategic Planning Workshop	2/15/2017	2/16/2017	16.0	Technical	Office of the V-President for Admin. and Finance
	Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	8.0	Technical	Office of the V-President for Admin. and Finance
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16.0	Technical	Office of the V-President for Admin. and Finance
	Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	5/25/2017	5/26/2017	16.0	Technical	Government Procurement and Policy Board (GPPB)/Department of Budget and Management (DBM)
	Re-Orientation on the 5S Internal Audit Requirements	6/22/2017	6/22/2017	8.0	Technical	Office of the President
	Orientation on Preparation of Documents for the Internal Audit	7/26/2017	7/26/2017	8.0	Technical	Office of the President
	Full Length Training on R.A. 9184 and the 2016 Revised Implementing Rules and Regulations (IRR)	9/6/2017	9/8/2017	24.0	Technical	Government Procurement and Policy Board (GPPB)/Department of Budget and Management (DBM)
	Gender Sensitivity Trainer's Training for the Academe	7/9/2018	7/10/2018	16.0	Technical	GAD/ Office of the President
	Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	7/30/2018	7/31/2018	16.0	Technical	Government Procurement and Policy Board (GPPB)/Department of Budget and Management (DBM)

(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)
	Reading Books, Singing, Dancing		N/A		LSU-ADPA
	Sketching, Listening to Music				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Sept 4, 2018
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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)		
NAME	ADDRESS	TEL NO.
Anita G. Godoy	Baybay City, Leyte	563-7189
Antonio P. Abamo	Baybay City, Leyte	563-7280
Nilda T. Amestoso	Baybay City, Leyte	563-7280

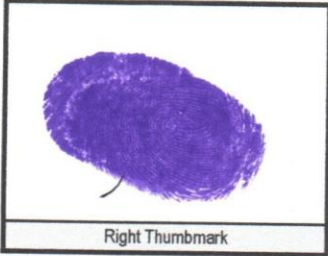
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



ERLY S. ESGUERRA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PRC ID
ID/License/Passport No.: 0015954
Date/Place of Issuance: 8/16/2012

Signature (Sign inside the box)
Sept. 4, 2018
Date Accomplished



SUBSCRIBED AND SWORN to before me this SEP 17 2018, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
SOLICITOR
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 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366
- Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: Aug. 22, 2016 – present
- Position: Administrative Aide III
- Name of Office/Unit: Supply, Procurement and Property Management Office (SPPMO)
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative works e.g. preparation of Bill of Quantities for Bidding, preparation of voucher for both BAC2(for Bidding) and Alternative modes of procurement, PhilGEPS posting for alternative modes of procurement performs other related functions.


ERLY S. ESGUERRA

(Signature over Printed Name
of Employee/Applicant)

Date: September 4, 2018