

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	LAPARA		
FIRST NAME	GERALD	NA	
MIDDLE NAME	SABIJON		
3. DATE OF BIRTH (mm/dd/yyyy)	6/18/1988	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		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:		
7. HEIGHT (m)	5'6	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BRGY. PANGASUGAN Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
8. WEIGHT (kg)	59	ZIP CODE	6521-A
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
10. GSIS ID NO.	NA	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1212-0222-3595		
12. PHILHEALTH NO.	13-000108522-1		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	292-616-798-000	20. MOBILE NO.	NA
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	NA

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LAPARA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DETENA	NAME EXTENSION (JR., SR)	DJ MATHEW M. LAPARA	11/7/2010
MIDDLE NAME	MADERA		KHLENT ANDREY M. LAPARA	11/2/2014
OCCUPATION	HOUSEWIFE		BRENT DHANIEL M. LAPARA	9/1/2016
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	LAPARA			
FIRST NAME	MAXIMINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GUMBA			
25. MOTHER'S MAIDEN NAME				
SURNAME	LAPARA			
FIRST NAME	ALICIA			
MIDDLE NAME	SABIJON		(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	PANGASUGAN ELEMENTARY SCHOOL	PRIMARY	1998	2004		GRADUATED	NA
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2004	2009		GRADUATED	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA		NA	NA
COLLEGE	NA	NA	NA	NA		NA	NA
GRADUATE STUDIES	NA	NA	NA	NA		NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 28, 2023
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[illegible]

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

[illegible]

SIGNATURE		DATE	FEBRUARY 28, 2023
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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		
	NA	NA	NA	NA	NA

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

INCLUSIVE DATES OF		Type of ID	
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[illegible]

VIII. OTHER INFORMATION

	NON-ACADEMIC DISTINCTIONS / RECOGNITION:	
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31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DRIVING	NA	NA
WELDING	NA	NA
MASONRY	NA	NA

SIGNATURE		DATE	FEBRUARY 28 2023
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FEBRUARY 28, 2023

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>
<p>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</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>

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

NAME	ADDRESS	TEL. NO.
MANUEL D. GACUTAN JR.	VISCA, BAYBAY CITY, LEYTE	9702926437
MICHAEL DOMINIC GARRIDO	VISCA, BAYBAY CITY, LEYTE	NA
WARREN D. COME	VISCA, BAYBAY CITY, LEYTE	NA



PHOTO

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: AG 1816 1212-0222-5595

ID/License/Passport No.: _____

Date/Place of Issuance: _____

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this

24 MAR 2023, affiant exhibiting his/her validly issued government ID as indicated above.

[Signature]
ATTY. RYAN C. GUINOCOR
VSO Legal Officer

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.

- Duration: August 1, 2013 up to present
- Position: Animal Caretaker
- Name of Office/Unit: Department of Animal Science
- Immediate Supervisor: **MANUEL D. GACUTAN, JR.**
- Name of Agency/Organization and Location: Department of Animal Science,
VSU, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- 1) Facilitated of the completion of pasture rehabilitation.
- 2) Improved cattle body condition score, animal health, and breeding performance.
- 3) Minimized animal mortality.
- 4) Increased inventory and sales of cattle.
- 5) Assisted students in lab activities in beef cattle project.

- Summary of Actual Duties

- 1) Pasture/gather forages, feed and provides drinking water to the animals.
- 2) Develops and maintains pasture/forage areas, repairs perimeter fences, animal project facilities/equipment.
- 3) Maintains the cleanliness of animal houses/sheds/facilities including surroundings and along perimeter fences of pasture paddocks.
- 4) Provides health care by giving dewormers, vitamins and other biologics to animals with proper consultation with the project veterinarian.
- 5) Assists the project manager during selling of animals and or manure, and
- 6) Oversee operations of Beef Cattle and Small Ruminant Project
- 7) Caretaker of Beef Cattle Project/Herding of cattle.
- 8) Weekend shift of Beef Cattle Project
- 9) Assist thesis students in DAS/Assist lab courses in DAS/DAS admin.
- 10) Does other duties as may be assigned by supervisor.


GERALD S. LAPARA

(Signature over Printed Name
of Employee/Applicant)

Date: **February 28, 2023**