

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. (Do not fill up. For CSC use only)

2. SURNAME	ESPINOSA		NAME EXTENSION (JR, SR)			
FIRST NAME	GRACIANA					
MIDDLE NAME	MANAGBANAG					
3. DATE OF BIRTH (mm/dd/yyyy)	12/19/1960	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:			
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details:				
5. SEX	☐ Male ☒ Female					
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	1167 National Highway House/Block/Lot No. Street Palag Subdivision/Village Barangay Baybay Leyte City/Municipality Province 6521			
7. HEIGHT (m)	149 m	18. PERMANENT ADDRESS	1167 National Highway House/Block/Lot No. Street Palag Subdivision/Village Barangay Baybay Leyte City/Municipality Province 6521			
8. WEIGHT (kg)	53 kgs.	19. TELEPHONE NO.	563-1990			
9. BLOOD TYPE	"B"	20. MOBILE NO.	09264410229			
10. GSIS ID NO.	B60ZKGMEO13	21. E-MAIL ADDRESS (if any)	gracianaesp1960@gmail.com			
11. PAG-IBIG ID NO.	1700-0024-8986					
12. PHILHEALTH NO.	13-000015374-6					
13. SSS NO.	NONE					
14. TIN NO.	116-625-355					
15. AGENCY EMPLOYEE NO.	20-063					
22. SPOUSE'S SURNAME	Espinosa	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME	Orlando	Jasmin Espinosa	01/27/1994			
MIDDLE NAME	Almeroda	Khristine Mae Espinosa	5/5/1995			
OCCUPATION	Government Employee	N/A	N/A			
EMPLOYER/BUSINESS NAME	Dept. of Agrarian Reform	N/A	N/A			
BUSINESS ADDRESS	Baybay City, Leyte	N/A	N/A			
TELEPHONE NO.	None	N/A	N/A			
24. FATHER'S SURNAME	Managbanag (Deceased)	N/A	8/8/1933			
FIRST NAME	Esmeraldo	N/A	N/A			
MIDDLE NAME	Santillan	N/A	N/A			
25. MOTHER'S MAIDEN NAME	Natividad Tejada Braga	N/A	9/2/1935			
SURNAME	Managbanag	N/A	N/A			
FIRST NAME	Natividad	N/A	N/A			
MIDDLE NAME	Braga	(Continue on separate sheet if necessary)				
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Baybay East Central School, Baybay, Leyte	Primary Education	1966 1972	Graduated	1972	N/A
SECONDARY	Baybay High School, Baybay, Leyte	High School	1972 1976	Graduated	1976	N/A
VOCATIONAL / TRADE COURSE	Franciscan College of the Immaculate Conception, Baybay, Leyte	Junior Secretarial Course	1976 1978	Graduated	1978	N/A
COLLEGE	Franciscan College of the Immaculate Conception, Baybay, Leyte	BS in Commerce	1983 1986	12 units	N/A	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		7/9/19			

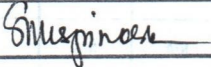
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE ELIGIBILITY (Sub-Professional)	83.10%	21/8/1996	Tacloban City	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB PAY GRADE (If applicable) & STEP (Format "06-05") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
1/1/2019	Present	Administrative Aide VI	Visayas State University	P14,847.00	06-1	Permanent	
1/1/2018	12/31/18	Administrative Aide VI	Visayas State University	P14,340.00	06-1	Permanent	Y
1/1/2017	12/31/2017	Administrative Aide VI	Visayas State University	P13,851.00	06-1	Permanent	Y
12/1/2016	12/31/2016	Administrative Aide VI	Visayas State University	P13,378.00	06-1	Permanent	Y
6/1/2016	11/30/2016	Administrative Aide IV	Visayas State University	P12,217.00	04-6	Permanent	Y
1/1/2016	5/31/2016	Administrative Aide IV	Visayas State University	P12,103.00	04-5	Permanent	Y
6/1/2013	12/31/2015	Administrative Aide IV	Visayas State University	P11,635.00	04-5	Permanent	Y
6/1/2012	5/31/2013	Administrative Aide IV	Visayas State University	P11,519.00	04-4	Permanent	Y
6/1/2011	5/31/2012	Administrative Aide IV	Visayas State University	P10,763.00	04-4	Permanent	Y
6/24/2010	5/31/2011	Administrative Aide IV	Visayas State University	P10,008.00	04-4	Permanent	Y
6/1/2010	6/23/2010	Administrative Aide IV	Visayas State University	P9,252.00	04-4	Permanent	Y
7/1/2009	5/31/2010	Administrative Aide IV	Visayas State University	P9,069.00	04-4	Permanent	Y
7/1/2008	6/30/2009	Administrative Aide IV	Visayas State University	P8,290.00	04-3	Permanent	Y
7/1/2007	6/30/2008	Administrative Aide IV	Visayas State University	P7,536.00	04-3	Permanent	Y
6/1/2007	6/30/2007	Administrative Aide IV	Visayas State University	P6,851.00	04-3	Permanent	Y
12/1/2004	5/31/2007	Administrative Aide IV	Visayas State University	P6,684.00	04-3	Permanent	Y
6/1/2004	11/30/2004	Clerk II	Visayas State University	P6,684.00	04-2	Permanent	Y
7/1/2001	5/31/2004	Clerk II	Visayas State University	P6,522.00	04-2	Permanent	Y
5/1/2001	6/30/2001	Clerk II	Visayas State University	P6,211.00	04-1	Permanent	Y
5/1/2001	-	Clerk I	Visayas State University	P5,894.00	03-2	Permanent	Y
1/1/2000	5/31/2001	Clerk I	Visayas State University	P5,751.00	03-1	Permanent	Y
6/1/1998	12/31/1999	Clerk I	Visayas State University	P5,228.00	03-1	Permanent	Y
1/1/1994	5/31/1998	Clerk I	Visayas State University	P5,228.00	03	Casual	Y
1/1/1989	12/31/1993	Clerk I	Visayas State University	P2,166.00	03	Casual	Y
3/1/1987	12/31/1988	Clerk-Typist	Visayas State University	P839.30	N/A	Casual	Y
5/1/1984	2/28/1987	Clerk-Typist	Visayas State University	P639.00	N/A	Casual	Y
5/1/1979	4/30/1984	Clerk-Typist	Visayas State University	404.50	N/A	Casual	Y
6/16/1978	4/30/1979	Clerk	Visayas State University	P231.00	N/A	Casual	Y
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE



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

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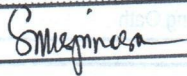
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Working Towards Personal Effectiveness	11/20/18	11/23/18	32	National	POAP/CSC
Orientation on the PRIME-HRM of the Civil Service Commission	8/17/18		8 2	Local	OVPAP Conference Room
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/22/2017	3/23/2017	16 2+1	Local	CCE Bldg., VSU
Workshop on Strategic Planning (under OVPAP)	2/16/2017	2/16/2017	16 2+1	Local	CCE Bldg., VSU
Seminar-Workshop on 5S & Records Management	2/18/2017	N/A	8 2	Local	CCE Bldg., VSU
Seminar on HIV in the Workplace	12/9/2016	N/A	4	Local	CCE Bldg., VSU
Seminar on Gender & Development Reorientation for Frontliners	9/16/2016	N/A	8 2	Local	ISRDS, Training Hall
Planning Workshop: On the Preparation and Processing of Documents Relative to Procurement	6/27/2016	N/A	8 2	Local	OVPAP Conference Room
2-day Writeshop on Individual Work Instruction in Preparation with the ISO Accreditation	4/23/2016	4/24/2016	12 2	Local	VCO, Lahug, Cebu City
Seminar-Workshop on Records Recovery and Disaster Preparedness	4/23/2014	N/A	8 2	Local	National Archives of the Phils.
Energy Efficiency and Conservation Seminar	3/13/2013	N/A	8 2	Local	Dept. of Energy, PEEP
Briefing of Staff Involved in the conduct of Evaluation of Academic Staff by the Students	1/14/2013	N/A	4	Local	VSU, Baybay City, Leyte
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

(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)
Sewing, cooking, playing badminton	N/A	Administrative Personnel Association
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

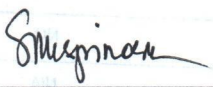
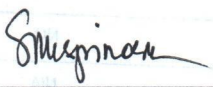
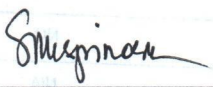
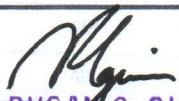
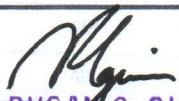
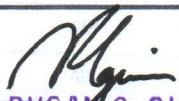
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed. 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: _____																
41. REFERENCES: (Person not related by consanguinity or affinity to applicant / appointee)																	
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Lourdes B. Cano</td><td>VSU, VISCA, Baybay City, Leyte</td><td>N/A</td></tr><tr><td>Ms. Honey Sofia V. Colis</td><td>VSU, VISCA, Baybay City, Leyte</td><td>N/A</td></tr><tr><td>Ms. Asteria A. Sevilla</td><td>VSU, VISCA, Baybay City, Leyte</td><td>N/A</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Lourdes B. Cano	VSU, VISCA, Baybay City, Leyte	N/A	Ms. Honey Sofia V. Colis	VSU, VISCA, Baybay City, Leyte	N/A	Ms. Asteria A. Sevilla	VSU, VISCA, Baybay City, Leyte	N/A				
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Ms. Asteria A. Sevilla	VSU, VISCA, Baybay City, Leyte	N/A															
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 colspan="2">Government Issued ID: (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>University ID</td></tr><tr><td>ID/License/Passport No.:</td><td>V000202</td></tr><tr><td>Date/Place of Issuance:</td><td>Jan. 2012/Visayas State University</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:	University ID	ID/License/Passport No.:	V000202	Date/Place of Issuance:	Jan. 2012/Visayas State University	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">7/9/19</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		7/9/19		Date Accomplished	
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SUBSCRIBED AND SWORN to before me this <u>09 JUL 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.																	
<table><tr><td colspan="2"></td></tr><tr><td colspan="2">ATTY. RYSA C. GUINOCOR</td></tr><tr><td colspan="2">VSU LEGAL OFFICER</td></tr><tr><td colspan="2">Administering Oath</td></tr></table>				ATTY. RYSA C. GUINOCOR		VSU LEGAL OFFICER		Administering Oath									
																	
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