

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	ABUNALES		
FIRST NAME	MAY CLAIRE		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	ROJAS		
3. DATE OF BIRTH (mm/dd/yyyy)	5/5/1992	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	BUTUAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input 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	99 R. MAGSAYSAY AVENUE House/Block/Lot No. Street Subdivision/Village Zone 19 BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)		ZIP CODE	6521
8. WEIGHT (kg)	43	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6521
10. GSIS ID NO.		19. TELEPHONE NO.	
11. PAG-IBIG ID NO.	121178050046	20. MOBILE NO.	
12. PHILHEALTH NO.	13-025150764-4	21. E-MAIL ADDRESS (if any)	
13. SSS NO.	06-3380612-1		
14. TIN NO.	453-228-854-000		
15. AGENCY EMPLOYEE NO.	V000991		

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)	POLO, MA. CLEOF E A	11/11/2017
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ABUNALES			
FIRST NAME	PRISCO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DADO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ROJAS			
FIRST NAME	LEONORA			
MIDDLE NAME	TABAMO			

(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	OBRERO ELEMENTARY SCHOOL	ELEMENTARY	1999	2005		2005	W/HONOR
	SECONDARY	AGUSAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2005	2007			W/HONOR
		BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2007	2009		2009	W/HONOR
	VOCATIONAL / TRADE COURSE	PALERMO HOTEL INSTITUTE OF TOURISM AND HOSPITALITY INC.	BARTENDING	Oct, 2013	Feb, 2014		2014	NC II
		CALUBIAN NATIONAL VOCATIONAL SCHOOL	BOOKKEEPING	Apr, 2016	Jul, 2016		2016	NC III
	COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BS in BUSINESS ADMINISTRATION major in FINANCIAL MANAGEMENT	2009	2013		2013	W/HONOR
	GRADUATE STUDIES	N/A						

SIGNATURE		DATE	9-18-18
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

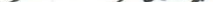
(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9-13-22
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC OR GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9-13-74
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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)

NAME	ADDRESS	TEL. NO.
CORAZON U. NUEVO	ML QUEZON ST., BAYBAY CITY	0917-3108-067
MYRNA S. PANCITO	D. VELOSO ST., BAYBAY CITY	0919-3381-565
ATTY. RYSAN C. GUINOCOR	BRGY. STA. CRUZ, BAYBAY CITY	

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.

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: COMPANY ID

ID/License/Passport No.: V000991

Date/Place of Issuance: VSU, VISCA, BAYBAY CITY, LEYTE

Signature (Sign inside the box)

Date Accomplished
9-13-18

Right Thumbmark

SUBSCRIBED AND SWORN to before me this OCT 04 2018, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU 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: September 3 – Present
- Position: Administrative Aide IV
- Name of Office/Unit: Cash Division Office
- Immediate Supervisor: Corazon U. Nuevo
- Name of Agency/Organization and Location: Visayas State University
Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
- Assist in collecting all income of the University, Student School Fees and other fund coming from other agencies and foreign grants (by Fund).
- Collects and records daily collection of IGP
- Remits all collection at the end of the day to the Collecting Officer.
- Generates monthly Summary List of Check Issued (SLCI) in SLCI REPORT GENERATOR program
- Prepare transmittal of checks to Manila Office.
- Prepare transmittal of checks to Tacloban Suppliers.

- Duration: March 16, 2017 – August 31, 2018
- Position: Administrative Aide III
- Name of Office/Unit: Cash Division Office
- Immediate Supervisor: Corazon U. Nuevo
- Name of Agency/Organization and Location: Visayas State University
Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Assist in collecting all income of the University, Student School Fees and other fund coming from other agencies and foreign grants (by Fund).
- Remits all collection at the end of the day to the Collecting Officer.
- Photocopy and detached supplier's copy such as LDDAP-ADA's details and Tax Certificate, original voucher and Acknowledgment Receipt as their reference for issuance of Official Receipt.
- Stamp "PAID" to vouchers and payrolls paid by checks and LDDAP-ADA under Fund 101.
- Prepare transmittal for lacking Vouchers, Official Receipts and Payrolls and turn-over to Accounting Office.
- Prepare Monthly Summary Report on check disbursement under Fund 101.
- Generates daily check disbursement from Budget Allocation and Obligation Management (BAOM)
- Generates monthly Summary List of Check Issued (SLCI) in SLCI REPORT GENERATOR program, and Calibrated list of LDDAP-ADA in LDDAP-ADA program.

- Duration: June 01, 2015 to March 15, 2017
- Position: Clerk
- Name of Office/Unit: Cash Division Office
- Immediate Supervisor: Corazon U. Nuevo
- Name of Agency/Organization and Location: Visayas State University
Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Photocopy and detached supplier's copy such as LDDAP-ADA's details and Tax Certificate, original voucher and Acknowledgment Receipt as their reference for issuance of Official Receipt.
- Stamp "PAID" to vouchers and payrolls paid by checks and LDDAP-ADA under Fund 101.
- Prepare transmittal for lacking Vouchers, Official Receipts and Payrolls and turn-over to Accounting Office.
- Prepare Monthly Summary Report on check disbursement under Fund 101.
- Generates daily check disbursement from Budget Allocation and Obligation Management (BAOM)
- Generates monthly Summary List of Check Issued (SLCI) in SLCI REPORT GENERATOR program, and Calibrated list of LDDAP-ADA in LDDAP-ADA program.

- Duration: February 1, 2014 to May 30, 2015
- Position: Cashier
- Name of Office/Unit:
- Immediate Supervisor: Nello P. Roa III
- Name of Agency/Organization and Location: Baybay Printshop
R. Magsaysay Ave., Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Receive orders and payments from the customers and make Job Orders for daily operation.
- Lay-Out Form/ Receipts using Corel Draw and Adobe
- Remits all collection at the end of the day to the Proprietor.
- Act as BIR Representative in procesing ATP's for the application of Official Receipts.


MAY CHAIR R. ADUNALES
(Signature over Printed Name
of Employee/Applicant)

Date: 9-13-14