

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)

I. PERSONAL INFORMATION

2. SURNAME	Estoy		
FIRST NAME	Eduardo	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	De la Cruz		
3. DATE OF BIRTH (mm/dd/yyyy)	11/26/1962	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	1474 Purok 3 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	72.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	2001713325	ZIP CODE	
11. PAG-IBIG ID NO.	080105221004		
12. PHILHEALTH NO.	130000153762		
13. SSS NO.	0609216130	19. TELEPHONE NO.	N/A
14. TIN NO.	116624313	20. MOBILE NO.	094-873-5798
15. AGENCY EMPLOYEE NO.	V00204	21. E-MAIL ADDRESS (if any)	eduardo.estoy@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Estoy		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Lucenita	NAME EXTENSION (JR., SR)	ZENDY S. ESTOY	10/20/1984
MIDDLE NAME	Sanchez		MICHELLE S. ESTOY	02/28/1987
OCCUPATION	Reasearch Assistant		MAY ANN S. ESTOY	05/02/1989
EMPLOYER/BUSINESS NAME			JOSEPH EDZEN S. ESTOY	10/05/1991
BUSINESS ADDRESS	Philippines Root-Crops VSU Baybay City			
TELEPHONE NO.	09487357987			
24. FATHER'S SURNAME	Estoy			
FIRST NAME	Alejandro	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Oliva			
25. MOTHER'S MAIDEN NAME	Rosela Valenzona Dela Cruz			
SURNAME	Estoy			
FIRST NAME	Rosela			
MIDDLE NAME	Dela Cruz		(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 East Central School	Elementary	1971	1976	GRADUATE	1976	N/A
SECONDARY	Baybay National High School	High School	1976	1979	GRADUATE	1979	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2023
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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
	N/A	N/A	N/A	N/A	N/A	N/A

(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.

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"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023		Security Guard II	Visayas State University	16,671.00	5-2	Permanent	Y
01/01/2022		Security Guard II	Visayas State University	16,032.00	5-2	Permanent	Y
09/03/2021		Security Guard II	Visayas State University	15,393.00	5-2	Permanent	Y
01/01/2021		Security Guard II	Visayas State University	15,275.00	5-1	Permanent	Y
01/01/2021		Security Guard II	Visayas State University	15,275.00	5-1	Permanent	Y
01/01/2020		Security Guard II	Visayas State University	14,641.00	5-1	Permanent	Y
09/03/2018	12/31/2018	Security Guard II	Visayas State University	13,481.00	5-1	Permanent	Y
01/01/2018	02/09/2018	Security Guard I	Visayas State University	12,112.00	3-3	Permanent	Y
01/01/2017	12/31/2017	Security Guard I	Visayas State University	11,589.00	3-3	Permanent	Y
01/01/2016	12/31/2016	Security Guard I	Visayas State University	160,132.00	29-3	Permanent	Y
12/01/2015	12/31/2015	Security Guard I	Visayas State University	10,610.00	-	Permanent	Y
12/01/2012	11/30/2015	Security Guard I	Visayas State University	10,505.00	-	Permanent	Y
06/01/2012	11/30/2012	Security Guard I	Visayas State University	10,401.00	-	Permanent	Y
06/01/2011	05/31/2012	Security Guard I	Visayas State University	9,628.00	-	Permanent	Y
06/24/2010	05/31/2011	Security Guard I	Visayas State University	8,854.00	-	Permanent	Y
12/01/2009	06/23/2010	Security Guard I	Visayas State University	8,080.00	-	Permanent	Y
07/01/2008	11/30/2009	Security Guard I	Visayas State University	332.14	-	Casual	Y
07/01/2007	06/30/2008	Security Guard I	Visayas State University	301.95	-	Casual	Y
01/01/2005	06/30/2007	Security Guard I	Leyte State University	274.50	-	Casual	Y
01/01/2004	12/31/2004	Security Guard I	Leyte State University	274.50	-	Casual	Y
01/01/2003	12/31/2003	Security Guard I	Leyte State University	274.50	-	Casual	Y
01/01/2002	12/31/2002	Security Guard I	Leyte State University	274.50	-	Casual	Y
07/01/2001	12/31/2001	Security Guard I	Visayas College of Agriculture	274.50	-	Casual	Y
01/01/2001	06/30/2001	Security Guard I	Visayas College of Agriculture	261.41	-	Casual	Y
01/01/2000	12/31/2000	Security Guard I	Visayas College of Agriculture	261.41	-	Casual	Y
01/01/1999	12/31/1999	Security Guard I	Visayas College of Agriculture	237.64	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2023
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V. WORK EXPERIENCE								
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.								
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*00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	01/01/1998	12/31/1998	Security Guard I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1997	12/31/1997	Security Guard I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1996	12/31/1996	Security Guard I	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1995	12/31/1995	Security Guard I	Visayas College of Agriculture	179.82	-	Casual	Y
	01/01/1994	12/31/1994	Security Guard I	Visayas College of Agriculture	134.36	-	Casual	Y
	07/01/1989	12/31/1993	Security Guard I	Visayas College of Agriculture	98.00	-	Casual	Y
	12/14/1987	06/30/1989	Security Guard I	Visayas College of Agriculture	32.85	-	Casual	Y
	03/01/1987	12/13/1987	Security Guard	Visayas College of Agriculture	22.90	-	Casual	Y
	07/01/1986	02/28/1987	Security Guard	Visayas College of Agriculture	19.90	-	Casual	Y
	06/23/1986	06/30/1986	Security Guard	Visayas College of Agriculture	18.10	-	Casual	Y
	07/01/1983	09/30/1983	Clerk Aide	Visayas College of Agriculture	14.95	-	Casual	Y
	04/01/1983	06/30/1983	Mason Aide	Visayas College of Agriculture	15.95	-	Casual	Y
	04/16/1982	03/31/1983	Mason Aide	Visayas College of Agriculture	14.95	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	05/01/2023			

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write 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

(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			
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Fire Prevention Seminar and Training on Mass Casualty Incident Responce	03/27/2015	03/27/2015	8	Technical	Bureau of Fire Protection Baybay City
	Re-Orientation Seminar for Security Guards	09/04/2014	09/04/2014	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar on Preparation of Performances Rating Report Among Security Guards	09/12/2011	09/12/2011	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation Seminar for VSU Security Guards	07/13/2011	07/13/2011	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Security Services NC II	10/18/2010	10/30/2010	104	Technical	Padpao R7 Private Security Academy Inc.

(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)
	DRIVING		Loyalty Award		KABALIKAT CIVICOM
	Playing Lawn Tennis				VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2023
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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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>MONICO AMIHAN</td><td>BRGY. GUADALUPER BAYBYA CITY, LEYTE</td><td></td></tr><tr><td>MANUEL GACUTAN</td><td>BRGY. GUADALUPE BAYBAY CITY, LEYTE</td><td></td></tr><tr><td>DARIO P. LINA</td><td>VSU, BAYBAY CITY, LEYTE</td><td>1059</td></tr></table>			NAME	ADDRESS	TEL. NO.	MONICO AMIHAN	BRGY. GUADALUPER BAYBYA CITY, LEYTE		MANUEL GACUTAN	BRGY. GUADALUPE BAYBAY CITY, LEYTE		DARIO P. LINA	VSU, BAYBAY CITY, LEYTE	1059
NAME	ADDRESS	TEL. NO.												
MONICO AMIHAN	BRGY. GUADALUPER BAYBYA CITY, LEYTE													
MANUEL GACUTAN	BRGY. GUADALUPE BAYBAY CITY, LEYTE													
DARIO P. LINA	VSU, BAYBAY CITY, LEYTE	1059												
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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: DL ID/License/Passport No.: H0395022360 Date/Place of Issuance: 11/26/2021 / Baybay City Leyte	Signature (Sign inside the box) 05/01/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														