

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	Fornes		
FIRST NAME	Mercedes	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Villaruel		
3. DATE OF BIRTH (mm/dd/yyyy)	08/15/1964	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.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	208 A Tres Martires St. House/Block/Lot No. Street NA Poblacion Zone 14 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	58.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	208 A Tres Martires St. House/Block/Lot No. Street NA Poblacion Zone 14 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(1
13. SSS NO.	N/A	20. MOBILE NO.	935-932-8581
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	mercedes.fornes@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00218		

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	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Fornes			
FIRST NAME	Ananias	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Boholst			
25. MOTHER'S MAIDEN NAME	Epifania Vinculado Villaruel			
SURNAME	Fornes			
FIRST NAME	Epifania			
MIDDLE NAME	Villaruel		(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	Franciscan College of Immaculate Conception	Elementary	1970	1977		1977	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1977	1981		1981	N/A
VOCATIONAL/ TRADE COURSE	Franciscan College of Immaculate Conception	Junior Secretarial Course	1981	1983		1983	N/A
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/22/2023
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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
	Stenographer	81.77	11/25/2020	Palo, Leyte	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		Administrative Aide III	Visayas State University	15,136.00	3-5	Permanent	Y
05/10/2022		Administrative Aide III	Visayas State University	14,565.00	3-5	Permanent	Y
01/01/2022		Administrative Aide III	Visayas State University	14,454.00	3-4	Permanent	Y
01/01/2022		Administrative Aide III	Visayas State University	14,454.00	3-4	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,888.00	3-4	Permanent	Y
01/01/2020		Administrative Aide III	Visayas State University	13,322.00	3-4	Permanent	Y
05/10/2019	12/31/2019	Administrative Aide III	Visayas State University	12,756.00	3-4	Permanent	Y
01/01/2019	05/09/2019	Administrative Aide III	Visayas State University	12,658.00	3-3	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide III	Visayas State University	12,112.00	3-3	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide III	Visayas State University	11,589.00	3-3	Permanent	Y
05/10/2016	12/31/2016	Administrative Aide III	Visayas State University	11,089.00	3-3	Permanent	Y
01/01/2016	05/09/2016	Administrative Aide III	Visayas State University	11,089.00	3-3	Permanent	Y
03/25/2013	12/31/2015	Administrative Aide III	Visayas State University	10,505.00	-	Permanent	Y
06/01/2012	03/24/2013	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide III	Visayas State University	9,628.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide III	Visayas State University	8,854.00	-	Permanent	Y
03/25/2010	06/23/2010	Administrative Aide III	Visayas State University	8,080.00	-	Permanent	Y
07/01/2008	03/24/2010	Administrative Aide III	Visayas State University	332.14	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide III	Visayas State University	301.95	-	Casual	Y
03/01/2004	06/30/2007	Administrative Aide III	Leyte State University	274.50	-	Casual	Y
01/01/2002	02/29/2004	Clerk I	Leyte State University	274.50	-	Casual	Y
07/01/2001	12/31/2001	Clerk I	Visayas College of Agriculture	274.50	-	Casual	Y
01/01/2001	06/30/2001	Clerk I	Visayas College of Agriculture	261.41	-	Casual	Y
07/01/2000	12/31/2000	Clerk I	Visayas College of Agriculture	261.41	-	Casual	Y
01/01/2000	06/30/2000	Clerk I	Visayas College of Agriculture	261.41	-	Casual	Y
07/01/1999	12/31/1999	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/22/2023
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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						
	01/01/1999	06/30/1999	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
	11/01/1998	12/31/1998	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1986	06/30/1986	Clerk Aide	Visayas College of Agriculture	18.10	-	Casual	Y
	01/01/1985	12/31/1985	Clerk Aide	Visayas College of Agriculture	18.40	-	Casual	Y
	05/01/1984	12/31/1984	Clerk Aide	Visayas College of Agriculture	16.45	-	Casual	Y
	01/01/1984	04/30/1984	Clerk Aide	Visayas College of Agriculture	14.95	-	Casual	Y
	06/16/1983	12/31/1983	Clerk Aide	Visayas College of Agriculture	14.95	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE					DATE	03/22/2023		

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			
	POAP - Working towards personal effectiveness webinar	09/24/2022	09/27/2022	24	Technical	Personnel Officers Association of the Philippines (POAP)
	Frontline and customer service	09/24/2019	09/27/2019	40	Technical	Personnel Officers Association of the Philippines (POAP)
	RFID Library System Training	05/03/2018	05/03/2018	8	Technical	"City Nutrition Committee (CNC), Baybay, City, Leyte "
(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)	
	N/A		N/A		Visayas State University Credit Cooperative	
					VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/22/2023	

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>Andreli D. Pardales</td><td>Guadalupe, Baybay City, Leyte</td><td>09176745008</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Andreli D. Pardales	Guadalupe, Baybay City, Leyte	09176745008						
NAME	ADDRESS	TEL. NO.												
Andreli D. Pardales	Guadalupe, Baybay City, Leyte	09176745008												
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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 03/22/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														