

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	Godoy		
FIRST NAME	Genaro	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Galvez		
3. DATE OF BIRTH (mm/dd/yyyy)	08/09/1977	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	
7. HEIGHT (m)	1.60	ZIP CODE	House/Block/Lot No. Street Hibunawan
8. WEIGHT (kg)	69.00		Subdivision/Village Barangay BAYBAY LEYTE
9. BLOOD TYPE	O		City/Municipality Province 6521
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	N/A	ZIP CODE	House/Block/Lot No. Street Barangay
13. SSS NO.	N/A		Subdivision/Village Province City/Municipality
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	V00244		
19. TELEPHONE NO.		20. MOBILE NO.	(1 094-531-7341
21. E-MAIL ADDRESS (if any)	genaro.godoy@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GODOY		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ARLENE	NAME EXTENSION (JR., SR)	ANGELICA JOY GODOY	09/28/2004
MIDDLE NAME	GUMULON		FRANCIS JOHN PAUL GODOY	10/17/2013
OCCUPATION	HOUSEKEEPER			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GODOY			
FIRST NAME	ROMULO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PANCITO			
25. MOTHER'S MAIDEN NAME	ANITA PADILLA GALVEZ			
SURNAME	GALVEZ			
FIRST NAME	ANITA			
MIDDLE NAME	PADILLA		(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	N/A						
SECONDARY	N/A						
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/27/2023
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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
	ELECTRICAL INSTALLATION AND MAINTENANCE NCII		03/25/2013	HINUNANGAN SKILL AND TECHNOLOGICAL	13080602000672	03/27/2013
	Professional Drivers License	68.00	08/20/2022	Baybay City, Leyte	H03-00-034685	08/09/2032

(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						
01/01/2022	PRESENT	Administrative Aide VI	Visayas State University	17,806.00	6-8	Permanent	Y
01/01/2021		Administrative Aide VI	Visayas State University	17,092.00	6-8	Permanent	Y
01/01/2020		Administrative Aide VI	Visayas State University	16,378.00	6-8	Permanent	Y
10/01/2019	12/31/2019	Administrative Aide VI	Visayas State University	15,664.00	6-8	Permanent	Y
01/01/2019	09/30/2019	Administrative Aide VI	Visayas State University	15,545.00	6-7	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide VI	Visayas State University	15,066.00	6-7	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	14,602.00	6-7	Permanent	Y
10/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	14,152.00	6-7	Permanent	Y
01/01/2016	09/30/2016	Administrative Aide VI	Visayas State University	14,020.00	6-6	Permanent	Y
10/01/2013	12/31/2015	Administrative Aide VI	Visayas State University	13,580.00	-	Permanent	Y
06/01/2012	09/30/2013	Administrative Aide VI	Visayas State University	13,445.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide VI	Visayas State University	12,624.00	-	Permanent	Y
06/24/2010	09/30/2010	Administrative Aide VI	Visayas State University	11,612.00	-	Permanent	Y
10/01/2009	05/31/2011	Administrative Aide VI	Visayas State University	11,803.00	-	Permanent	Y
07/01/2009	06/23/2010	Administrative Aide VI	Visayas State University	10,761.00	-	Permanent	Y
07/01/2008	06/30/2009	Administrative Aide VI	Visayas State University	9,911.00	-	Permanent	Y
10/01/2007	06/30/2008	Administrative Aide VI	Visayas State University	9,010.00	-	Permanent	Y
07/01/2007	09/30/2007	Administrative Aide VI	Visayas State University	8,791.00	-	Permanent	Y
12/01/2004	06/30/2007	Administrative Aide VI	Leyte State University	7,992.00	-	Permanent	Y
10/01/2004	11/30/2004	Audio Visual Aids Tech	Leyte State University	7,992.00	-	Permanent	Y
10/01/2001	09/30/2004	Audio Visual Aids Tech	Leyte State University	7,796.00	-	Permanent	Y
07/01/2001	09/30/2001	Audio Visual Aids Tech	Visayas College of Agriculture	7,606.00	-	Permanent	Y
01/01/2000	06/30/2001	Audio Visual Aids Tech	Visayas College of Agriculture	7,244.00	-	Permanent	Y
10/01/1998	12/31/1999	Audio Visual Aids Tech	Visayas College of Agriculture	6,585.00	-	Permanent	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/27/2023
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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		
	COUPLES FOR CHRIST VISCA, BAYBAY CITY LEYTE	06/22/2000	01/20/2004	255	MEMBER
	FOCOLARE Visca, Visayas State University	06/12/1999	06/24/2002	200	MEMBER

(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)

[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)
DRIVING	BEST AUDIOVISUAL TECHNICIAN	VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
REPAIR ELECTRONIC DEVICE		
ELECTRICAL INSTALLATION		
VIDEOGRAPHY AND PHOTOGRAPHY		
VIDEO EDITING, AUDIO, PHOTO,		
COMPUTER INSTALLATION PROGRAM AND NETWORKING		
PREVENTIVE MAINTENANCE AIRCONDITIONED		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/27/2023
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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>ULDERICO B. ALVIOLA</td><td>VISCA, BAYBAY CITY, LEYTE</td><td></td></tr><tr><td>EDITHA G. CAGASAN</td><td>VISCA, BAYBAY CITY, LEYTE</td><td></td></tr><tr><td>JED ASAPH D. CORTES</td><td>VISCA, BAYBAY CITY, LEYTE</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	ULDERICO B. ALVIOLA	VISCA, BAYBAY CITY, LEYTE		EDITHA G. CAGASAN	VISCA, BAYBAY CITY, LEYTE		JED ASAPH D. CORTES	VISCA, BAYBAY CITY, LEYTE	
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JED ASAPH D. CORTES	VISCA, BAYBAY CITY, LEYTE													
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) 01/27/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														