

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)	1.62	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		
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street Hibunawan
14. TIN NO.	N/A		Subdivision/Village Barangay BAYBAY LEYTE
15. AGENCY EMPLOYEE NO.	V00244		City/Municipality Province 6521
		19. TELEPHONE NO.	(1
		20. MOBILE NO.	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	Hibunawan Elementary Shool	Elementary	1984	1990		1990	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1990	1994		1994	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Southern Leyte State College of Science in Technology	Bachelor of Science in Industrial Technology (Major in Applied Electronics)	1994	1998		1998	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/14/2023
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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						
01/01/2023	PRESENT	Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2022		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	02/14/2023
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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)						
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			
	CWTS Online Orientation	03/27/2021	03/27/2021	8	Research	CWTS, Visayas State University
	National Youth Conference on Climate Change Adaptation and Mitigation, Disaster Risk Reduction and Resilience-building	11/20/2019	11/22/2019	24	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2019 ASEAN Month Celebration with the theme: "Advancing Partnership for Sustainability	08/30/2019	08/30/2019	8	Technical	Leyte Normal University
	Strategic Planning for Distance Education Program	07/29/2019	07/30/2019	16	Instruction	Online Programs Office, Visayas State University
	2nd Regional Conference on Climate Change RDE with the theme "Building Local Community Resilience to Climate Change"	12/18/2017	12/20/2017	24	Technical	RCCRC, Visayas State University
	IP Management Training cum Writeshop on Patent Claims and Specifications Drafting	11/21/2016	11/22/2016	16	Technical	ViCAARP-RRDC
	Training Workshop on Writing and Reviewing Research Papers for Peer-Reviewed Publications"	10/03/2016	10/05/2016	32	Technical	ViCAARP-RRDC
	The Project Agos Workshop on the Use of social Media	04/20/2016	04/20/2016	8	Technical	Rappler
	Post-Valentine concert Entitled "PASUNDAYAG SA GUGMA with the theme: "Sonata ko, Handog mo"	02/19/2016	02/19/2016	8	Technical	Senior Student Event Planners Team Bravo
	aking the Cut: 3-Day: 3 Day Professional Basic Film-Making Workshop	06/21/2013	06/23/2013	32	Technical	Pictures Et Pixels
	Video Production Workshop at the Digital Studio	05/21/2013	05/24/2013	32	Technical	Department of Development Communication
	Training Workshop on Online Learning Management for LAM Courses Using MOODLE Training Design	05/02/2013	05/03/2013	16	Technical	Open University, Visayas State University
	The Energy Efficiency and Conservation Seminar conducted under Component 3: Communications Campaign for Efficient Lighting	03/13/2013	03/13/2013	8	Technical	Department of Energy
	Planning Workshop for ASEM/2010/050 "Improving watershed rehabilitation outcomes in the Philippines using a systems approach"	07/18/2012	07/20/2012	24	Technical	ACIAR, Small Forestry Project, Visayas State University
	Training-Workshop on Qualitative Research Methods	04/25/2011	04/28/2011	32	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training-Workshop on Writing and Reviewing Research Articles for Peer-Reviewed Publications	04/11/2011	04/15/2011	40	Technical	VICARP, ATI-RTC Visayas, Visayas State University
	Seedling Sector Policy Modelling and Analysis Workshop	02/12/2008	02/12/2008	8	Technical	ACIAR ASEM 2006/091
PLEASE SEE ATTACHMENT A						
(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	02/14/2023	

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>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	
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													
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) 02/14/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														