

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	Gonzaga		
FIRST NAME	Ernesto	NAME EXTENSION (JR., SR) Jr.	
MIDDLE NAME	Alkuino		
3. DATE OF BIRTH (mm/dd/yyyy)	10/07/1964	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	952-A D. Veloso St. House/Block/Lot No. Street Poblacion Zone 3 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.65	18. PERMANENT ADDRESS	952-A D. Veloso St. House/Block/Lot No. Street Poblacion Zone 3 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	54.50		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	64100702256		
11. PAG-IBIG ID NO.	170000250906		
12. PHILHEALTH NO.	13000016643		
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 556-2970
14. TIN NO.	108816218	20. MOBILE NO.	998-343-3054
15. AGENCY EMPLOYEE NO.	V00248	21. E-MAIL ADDRESS (if any)	ernesto.gonzaga@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Albero		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Maria Victoria	NAME EXTENSION (JR., SR)	Deo Paulo A. Gonzaga	02/12/1987
MIDDLE NAME	Alba		Fleur Nadine A. Gonzaga	12/14/1990
OCCUPATION	Teacher		Ian Anthony A. Gonzaga	04/13/1993
EMPLOYER/BUSINESS NAME	Franciscan College of the Immaculate Conception		Anne Abigail A. Gonzaga	12/31/2000
BUSINESS ADDRESS	A.Bonifacio St. Baybay city, Leyte		Frances Aline A. Gonzaga	06/19/2007
TELEPHONE NO.	none			
24. FATHER'S SURNAME	Gonzaga			
FIRST NAME	Ernesto	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Boston			
25. MOTHER'S MAIDEN NAME	Fabular			
SURNAME	Gonzaga			
FIRST NAME	Primitiva			
MIDDLE NAME	Alkuino		(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	1977		1977	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1977	1981		1981	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Science in Commerce (Major in Accounting)	1984	1987		1987	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/18/2025
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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
	CAREER SERVICE PROFESSIONAL EXAMINATION	82.86	10/20/1991	Western Leyte College	N/A	01/27/1992

(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						
01/01/2025		Administrative Aide VI	Visayas State University	19,098.00	6-2	Permanent	Y
08/02/2024		Administrative Aide VI	Visayas State University	18,396.00	6-2	Permanent	Y
01/01/2024		Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
01/01/2022		Administrative Aide VI	Visayas State University	16,877.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,622.00	4-3	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,622.00	4-3	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,622.00	4-3	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,622.00	4-3	Permanent	Y
07/01/2020		Administrative Aide IV	Visayas State University	14,020.00	4-3	Permanent	Y
01/01/2020	06/30/2020	Administrative Aide IV	Visayas State University	13,914.00	4-2	Permanent	Y
01/01/2019		Administrative Aide IV	Visayas State University	13,316.00	4-2	Permanent	Y
01/01/2019		Administrative Aide IV	Visayas State University	13,316.00	4-2	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide IV	Visayas State University	12,778.00	4-2	Permanent	Y
07/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,262.00	4-2	Permanent	Y
01/01/2017	06/30/2017	Administrative Aide IV	Visayas State University	12,155.00	4-1	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,658.00	4-1	Permanent	Y
07/01/2014	12/31/2015	Administrative Aide IV	Visayas State University	11,181.00	-	Permanent	Y
06/01/2012	06/30/2014	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
09/01/2009	06/23/2010	Administrative Aide III	Visayas State University	8,080.00	-	Permanent	Y
07/01/2008	08/31/2009	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

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/18/2025
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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						
	01/01/2004	02/29/2004	Clerk I	Leyte State University	274.50	-	Casual	Y
	01/01/2002	12/31/2003	Clerk I	Leyte State University	274.50	-	Casual	Y
	07/01/2001	12/31/2001	Clerk I	Leyte State University	274.50	-	Casual	Y
	01/01/2000	06/30/2001	Clerk I	Leyte State University	261.41	-	Casual	Y
	01/01/1999	12/31/1999	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1998	12/31/1998	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1997	12/31/1997	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1996	12/31/1996	Clerk I	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1995	12/31/1995	Clerk I	Visayas College of Agriculture	179.82	-	Casual	Y
	07/01/1994	12/31/1994	Clerk I	Visayas College of Agriculture	134.36	-	Casual	Y
	01/01/1994	06/30/1994	Clerk I	Visayas College of Agriculture	134.36	-	Casual	Y
	08/16/1993	12/31/1993	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	02/18/2025			

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			
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	09/09/2024	09/09/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Financial Transaction Forum	03/20/2024	03/20/2024	8	Technical	VSU HRMO
	Workshop on Program Accreditation	01/12/2024	01/12/2024	8	Instruction	QAC - Visayas State University
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	08/29/2023	08/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Orientation and Re-Orientation of Duties and Responsibilities of dDRC's and adDRC's and Cascading of Documents and Records Control Procedural Manuals (PM) and Guidelines (GL)	09/07/2022	09/07/2022	8	Instruction	ODQA, Visayas State University
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/31/2022	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	8	Technical	ODHRM Visayas State University
	"Coronavirus vaccine: Are you willing to take the shot?"	02/23/2021	02/23/2021	8	Technical	College of Arts Sciences, Visayas State University
	ISO 9001:2015 Awareness/Re-Awareness Webinar	11/27/2020	11/27/2020	8	Instruction	Quality Assurance Center, Visayas State University
	Document Tracking System	11/13/2020	11/13/2020	3	Instruction	OVFAP, VSU, Visca, Baybay City, Leyte
	Workshop in Preparation of Level 1 AACUP Accreditation	10/05/2017	10/06/2017	16	Instruction	Visayas State University-QAC
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation for CME Faculty and Staff	04/27/2017	04/27/2017	8	Technical	College of Management and Economics, Visayas State University
	"Planning-Workshop: On the Preparation & Processing of Documents Relative to Procurement"	05/27/2015	05/27/2015	8	Technical	VISAYAS STATE UNIVERSITY

(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)
	Bookkeeping		Loyalty Award		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
			Model Clerk Award		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/18/2025
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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 _____														
			☐ 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>Eunice I. Beray</td><td>Brgy. Caridad, Baybay City</td><td>none</td></tr><tr><td>Christina A. Gabrillo</td><td>VSU, Visca, Baybay City, Leyte</td><td>none</td></tr><tr><td>Lilian B. Nuñez</td><td>VSU, Visca, Baybay City, Leyte</td><td>none</td></tr></table>						NAME	ADDRESS	TEL. NO.	Eunice I. Beray	Brgy. Caridad, Baybay City	none	Christina A. Gabrillo	VSU, Visca, Baybay City, Leyte	none	Lilian B. Nuñez	VSU, Visca, Baybay City, Leyte	none
NAME	ADDRESS	TEL. NO.															
Eunice I. Beray	Brgy. Caridad, Baybay City	none															
Christina A. Gabrillo	VSU, Visca, Baybay City, Leyte	none															
Lilian B. Nuñez	VSU, Visca, Baybay City, Leyte	none															
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.																	
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: DL ID/License/Passport No.: H1215002331 Date/Place of Issuance: 10/04/2022 / Baybay City			Signature (Sign inside the box) 02/18/2025 Date Accomplished			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											
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																	