

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	Patonona			
FIRST NAME	Constancio	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Rallos			
3. DATE OF BIRTH (mm/dd/yyyy)	08/26/1958	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Pangasugan, 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)	1.00	ZIP CODE	House/Block/Lot No. Street Pangasungan	
8. WEIGHT (kg)	56.00		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	A-		City/Municipality Province 6521	
10. GSIS ID NO.	006010263147		18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	170000283634		ZIP CODE	House/Block/Lot No. Street Pangasungan
12. PHILHEALTH NO.	N/A	Subdivision/Village Barangay BAYBAY LEYTE		
13. SSS NO.	N/A	City/Municipality Province 6521		
14. TIN NO.	116626211	19. TELEPHONE NO.		(1
15. AGENCY EMPLOYEE NO.	V00396	20. MOBILE NO.		1
		21. E-MAIL ADDRESS (if any)	constancio.patonona@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Patona		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Veronica	NAME EXTENSION (JR., SR)	WILLIAM M. PATONA	01/01/1980
MIDDLE NAME	Maranguit		REX M. PATONONA	08/05/1981
OCCUPATION			DINDO M. PATONONA	06/27/1985
EMPLOYER/BUSINESS NAME			JOAN R. PATONONA	12/14/1997
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Patonona			
FIRST NAME	Enosente	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Moro			
25. MOTHER'S MAIDEN NAME	Dominga Rallos			
SURNAME	Rallos			
FIRST NAME	Dominga			
MIDDLE NAME			(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	Pangasugan Elementary School	Elementary	1964	1970		1970	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	03/14/2023
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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
	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		Administrative Aide I	Visayas State University	13,780.00	1-8	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	13,268.00	1-8	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	13,268.00	1-8	Permanent	Y
01/01/2021		Administrative Aide I	Visayas State University	12,756.00	1-8	Permanent	Y
12/06/2020		Administrative Aide I	Visayas State University	12,244.00	1-8	Permanent	Y
01/01/2020		Administrative Aide I	Visayas State University	12,143.00	1-7	Permanent	Y
01/01/2019		Administrative Aide I	Visayas State University	11,635.00	1-7	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide I	Visayas State University	11,076.00	1-7	Permanent	Y
06/12/2017	12/31/2017	Administrative Aide I	Visayas State University	10,543.00	1-7	Permanent	Y
01/01/2017	05/12/2017	Administrative Aide I	Visayas State University	10,453.00	1-6	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide I	Visayas State University	283,989.00	31-6	Permanent	Y
06/12/2014	12/31/2015	Administrative Aide I	Visayas State University	9,459.00	-	Permanent	Y
06/01/2012	05/12/2014	Administrative Aide I	Visayas State University	9,365.00	-	Permanent	Y
06/12/2011	05/31/2012	Administrative Aide I	Visayas State University	8,721.00	-	Permanent	Y
06/01/2011	12/05/2011	Administrative Aide I	Visayas State University	8,610.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide I	Visayas State University	7,947.00	-	Permanent	Y
07/01/2009	06/23/2010	Administrative Aide I	Visayas State University	7,285.00	-	Permanent	Y
12/05/2008	06/30/2009	Administrative Aide I	Visayas State University	6,622.00	-	Permanent	Y
07/01/2008	12/05/2008	Administrative Aide I	Visayas State University	6,460.00	-	Permanent	Y
07/01/2007	06/30/2008	Administrative Aide I	Visayas State University	5,873.00	-	Permanent	Y
12/06/2005	06/30/2007	Administrative Aide I	Leyte State University	5,339.00	-	Permanent	Y
12/01/2004	12/05/2005	Administrative Aide I	Leyte State University	5,209.00	-	Permanent	Y
12/06/2002	11/30/2004	Utility Worker I	Leyte State University	5,209.00	-	Permanent	Y
07/01/2001	12/05/2002	Utility Worker I	Visayas College of Agriculture	5,082.00	-	Permanent	Y
01/01/2000	06/30/2001	Utility Worker I	Visayas College of Agriculture	4,840.00	-	Permanent	Y
12/06/1999	12/31/1999	Utility Worker I	Visayas College of Agriculture	4,400.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/14/2023
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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	05/12/1999	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1997	12/31/1998	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	07/01/1996	12/31/1996	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1996	06/30/1996	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1995	12/31/1995	Utility Worker I	Visayas College of Agriculture	172.73	-	Casual	Y
	01/01/1994	12/31/1994	Utility Worker I	Visayas College of Agriculture	127.26	-	Casual	Y
	01/01/1993	12/31/1993	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	01/01/1992	12/31/1992	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	01/01/1991	12/31/1991	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	07/01/1989	12/31/1990	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	12/14/1987	06/30/1989	Janitor	Visayas College of Agriculture	32.85	-	Casual	Y
	03/01/1987	12/13/1987	Janitor	Visayas College of Agriculture	22.90	-	Casual	Y
	07/01/1986	02/28/1987	Janitor	Visayas College of Agriculture	19.90	-	Casual	Y
	01/01/1985	06/30/1986	Janitor	Visayas College of Agriculture	18.10	-	Casual	Y
	05/01/1984	12/31/1984	Janitor	Visayas College of Agriculture	16.45	-	Casual	Y
	06/16/1982	04/30/1984	Janitor	Visayas College of Agriculture	14.95	-	Casual	Y
	04/01/1981	06/30/1981	Utilityman	Visayas College of Agriculture	13.00	-	Casual	Y
	01/06/1979	03/31/1981	Laborer	Visayas College of Agriculture	13.00	-	Casual	Y
	11/13/1978	12/31/1978	Plowman	Visayas College of Agriculture	12.50	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	03/14/2023			

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			
	Gender Sensitivity for the Administrative and Support Staff	09/11/2018	09/11/2018	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	RFID Library System Start-up Training	05/03/2018	05/03/2018	8	Technical	Visayas State University
	Forum on Inclusive Disaster Risk-Reduction with the theme: "The Role on Libraries and LGU's in Disaster Preparedness and Information Dissemination"	03/17/2014	03/17/2017	8	Instruction	Hiroshi Kawamura
(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		N/A	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/14/2023	

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 ☐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> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>					NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.														
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) 03/14/2023 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																