

# 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	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Pangasugan, Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ Pangasugan Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE _____ 6521
7. HEIGHT (m)	1.00	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Pangasugan Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE _____ 6521
8. WEIGHT (kg)	56.00		
9. BLOOD TYPE	A-		
10. GSIS ID NO.	006010263147		
11. PAG-IBIG ID NO.	170000283634	19. TELEPHONE NO.	(1
12. PHILHEALTH NO.	N/A	20. MOBILE NO.	1
13. SSS NO.	N/A	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	Marangit		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)

<b>SIGNATURE</b>		<b>DATE</b>	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)*

<b>SIGNATURE</b>		<b>DATE</b>	03/14/2023
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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?  YES  NO  
b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO  
If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  YES  NO  
If YES, give details: \_\_\_\_\_  
b. Have you been criminally charged before any court?  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)?  YES  NO  
If YES, give details: \_\_\_\_\_  
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: \_\_\_\_\_

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?  YES  NO  
If YES, please specify: \_\_\_\_\_  
b. Are you a person with disability?  YES  NO  
If YES, please specify ID No \_\_\_\_\_  
c. Are you a solo parent?  YES  NO  
If YES, please specify ID No \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Vicente A. Gilos	Visayas State University	
Dexter Magan	Brgy. Pangasugan Baybay Leyte	
Andrei D. Pardales	Brgy. Guadalupe Baybay Leyte	

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

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: **N/A**

ID/License/Passport No.: **N/A**

Date/Place of Issuance: **N/A**

Signature (Sign inside the box)

03/14/2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath