

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	Posas			
FIRST NAME	Henry	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Patac			
3. DATE OF BIRTH (mm/dd/yyyy)	10/06/1965	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	San Agustin, 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)	1.68	ZIP CODE	House/Block/Lot No. Street San Agustin	
8. WEIGHT (kg)	77.00		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	B+		City/Municipality Province 6521	
10. GSIS ID NO.	3876142		18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	080110176008		House/Block/Lot No. Street	
12. PHILHEALTH NO.	130000156710	ZIP CODE	Subdivision/Village Barangay	
13. SSS NO.	0620004049	19. TELEPHONE NO.	N/A	
14. TIN NO.	116626525	20. MOBILE NO.	093-559-4299	
15. AGENCY EMPLOYEE NO.	V00417	21. E-MAIL ADDRESS (if any)	henry.posas@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	POSAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MA.CRISTINA	NAME EXTENSION (JR., SR)	CHERIDEE A. POSAS	03/22/1986
MIDDLE NAME	ALEJO		JESSA MARIE A. POSAS	12/24/1987
OCCUPATION	BAKER		JAYSON DAVE A. POSAS	10/21/1994
EMPLOYER/BUSINESS NAME	VSU			
BUSINESS ADDRESS	Visca,Baybay City Leyte			
TELEPHONE NO.	09355942991			
24. FATHER'S SURNAME	POSAS			
FIRST NAME	EUTIQUIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MAKILING			
25. MOTHER'S MAIDEN NAME	CONCORDIA CORTES PATAC			
SURNAME	POSAS			
FIRST NAME	CONCORDIA			
MIDDLE NAME	PATAC		(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	San Agustin Elementary School	Elementary	1971	1977	Graduate	1977	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1977	1981	Graduate	1981	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/25/2023
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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		Security Guard II	Visayas State University	16,543.00	5-1	Permanent	Y
01/03/2022		Security Guard II	Visayas State University	15,909.00	5-1	Permanent	Y
01/01/2022		Security Guard II	Visayas State University	15,909.00	5-1	Permanent	Y
09/01/2021		Security Guard II	Visayas State University	16,543.00	5-1	Permanent	Y
09/01/2021		Security Guard II	Visayas State University	15,275.00	5-1	Permanent	Y
01/01/2021		Security Guard I	Visayas State University	13,888.00	3-4	Permanent	Y
01/01/2020		Security Guard I	Visayas State University	13,322.00	3-4	Permanent	Y
05/10/2019	12/31/2019	Security Guard I	Visayas State University	12,756.00	3-4	Permanent	Y
01/01/2019		Security Guard I	Visayas State University	12,658.00	3-3	Permanent	Y
01/01/2018	12/31/2018	Security Guard I	Visayas State University	12,112.00	3-3	Permanent	Y
01/01/2017	12/31/2017	Security Guard I	Visayas State University	11,589.00	3-3	Permanent	Y
05/10/2016	12/31/2016	Security Guard I	Visayas State University	11,089.00	3-3	Permanent	Y
01/01/2016	05/09/2016	Security Guard I	Visayas State University	10,985.00	3-2	Permanent	Y
03/25/2013	12/31/2015	Security Guard I	Visayas State University	126,060.00	-		Y
06/01/2012	03/24/2013	Security Guard I	Visayas State University	10,401.00	-	Permanent	Y
06/01/2011	05/31/2012	Security Guard I	Visayas State University	9,628.00	-	Permanent	Y
06/24/2010	05/31/2011	Security Guard I	Visayas State University	8,854.00	-	Permanent	Y
03/25/2010	06/23/2010	Security Guard I	Visayas State University	8,080.00	-	Permanent	Y
07/01/2008	03/24/2010	Security Guard I		332.14	-	Casual	Y
07/01/2007	06/30/2008	Security Guard I		301.95	-	Casual	Y
01/01/2005	06/30/2007	Security Guard I		274.50	-	Casual	Y
01/01/2004	12/31/2004	Security Guard I		274.50	-	Casual	Y
01/01/2003	12/31/2003	Security Guard I		274.50	-	Casual	Y
01/01/2002	12/31/2002	Security Guard I		274.50	-	Casual	Y
07/01/2001	12/31/2001	Security Guard I		274.50	-	Casual	Y
07/01/2000	06/30/2001	Security Guard I		261.41	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/25/2023
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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						
	01/01/2000	06/30/2000	Security Guard I		261.41	-	Casual	Y
	07/01/1999	12/31/1999	Security Guard I		237.64	-	Casual	Y
	01/01/1999	06/30/1999	Security Guard I		237.64	-	Casual	Y
	01/01/1998	12/31/1998	Security Guard I		237.64	-	Casual	Y
	01/01/1997	12/31/1997	Security Guard I		237.64	-	Casual	Y
	01/01/1996	12/31/1996	Security Guard I		225.27	-	Casual	Y
	01/01/1995	12/31/1995			179.82	-	Casual	Y
	01/01/1994	12/31/1994			134.36	-	Casual	Y
	01/01/1992	12/31/1993			98.00	-	Casual	Y
	01/01/1991	12/31/1991			98.00	-	Casual	Y
	07/01/1989	12/31/1990			98.00	-	Casual	Y
	06/05/1989	06/30/1989			32.85	-	Casual	Y
	04/07/1989	06/02/1989			32.85	-	Casual	Y
	10/01/1983	06/30/1983	Laborer		14.95	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	03/25/2023			

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			
	HANDS ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/22/2022	8	Technical	DOH-Department Of Health/VSU
	IN SERVICE ENHANCEMENT SECURITY TRAINING COURSE	11/25/2021	12/02/2021	64	Technical	JVO DYNAMIC SECURITY TRAINING ACADEMY
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	LTO Deputation Seminar	10/26/2016	10/28/2016	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-Orientation Seminar for VSU Security Guard and Forest Ranger	09/19/2016	09/19/2016	8	Technical	ODHRM Visayas State University
	Seminar on Preparation of Performance Rating Among Security Guards	09/12/2011	09/12/2011	8	Technical	ODHRM Visayas State University
	Seminar on Preparation of Performance Rating Report Among Security Guards	09/12/2011	09/12/2011	8	Technical	Visayas State University
	Loyalty Award	09/26/1914	09/26/2014	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
(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	N/A		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/25/2023	

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>ZENaida GONZAGA</td><td>VSU</td><td></td></tr><tr><td>VENUS MONTOKEN</td><td>VSU</td><td></td></tr><tr><td>ELWIN JAY YU</td><td>VSU</td><td>1123</td></tr></table>			NAME	ADDRESS	TEL. NO.	ZENaida GONZAGA	VSU		VENUS MONTOKEN	VSU		ELWIN JAY YU	VSU	1123
NAME	ADDRESS	TEL. NO.												
ZENaida GONZAGA	VSU													
VENUS MONTOKEN	VSU													
ELWIN JAY YU	VSU	1123												
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.) 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) 03/25/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														