

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 | Israel | | |
| FIRST NAME | Eddie | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | Morales | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 11/28/1967 | 16. CITIZENSHIP If holder of dual citizenship, please indicate the details. | <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 | Baybay City, Leyte | | 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 _____ HIBUNAWAN Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE _____ 6521 | |
| 7. HEIGHT (m) | 1.00 | | |
| 8. WEIGHT (kg) | 1.00 | | |
| 9. BLOOD TYPE | A- | | |
| 10. GSIS ID NO. | N/A | | |
| 11. PAG-IBIG ID NO. | N/A | | |
| 12. PHILHEALTH NO. | N/A | | |
| 13. SSS NO. | N/A | | |
| 14. TIN NO. | N/A | 18. PERMANENT ADDRESS | House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE _____ |
| 15. AGENCY EMPLOYEE NO. | V00616 | 19. TELEPHONE NO. | (1 |
| | | 20. MOBILE NO. | 1 |
| | | 21. E-MAIL ADDRESS (if any) | eddie.israel@vsu.edu.ph |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|-----|---------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | N/A | | 23. NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | N/A | NAME EXTENSION (JR., SR) N/A | N/A | N/A |
| MIDDLE NAME | N/A | | | |
| OCCUPATION | N/A | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | N/A | | | |
| FIRST NAME | N/A | NAME EXTENSION (JR., SR) N/A | | |
| MIDDLE NAME | N/A | | | |
| 25. MOTHER'S MAIDEN NAME | N/A | | | |
| SURNAME | N/A | | | |
| FIRST NAME | N/A | | | |
| MIDDLE NAME | N/A | | (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 School | Elementary | 1973 | 1979 | | 1979 | N/A |
| SECONDARY | Baybay National High School | High School | 1979 | 1984 | | 1984 | N/A |
| VOCATIONAL/ TRADE COURSE | Franciscan College of Immaculate Conception | Secretarial | 1984 | 1987 | | 1987 | N/A |
| COLLEGE | N/A | | | | | | |
| GRADUATE STUDIES | N/A | | | | | | |

(Continue on separate sheet if necessary)

| | | | |
|------------------|--|-------------|------------|
| SIGNATURE | | DATE | 03/03/2023 |
|------------------|--|-------------|------------|

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 |
| | Trade Skills Certificate | 80.10 | 12/07/1997 | Tacloban City | 980803040009 | 12/07/1997 |
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| | | | | | | |

(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 | | | | | | |
| 07/01/2022 | 12/31/2022 | Administrative Aide VI | Visayas State University | 16,877.00 | 6-1 | Casual | Y |
| 01/01/2022 | 06/30/2022 | Administrative Aide VI | Visayas State University | 16,877.00 | 6-1 | Casual | Y |
| 01/01/2022 | 06/30/2022 | Administrative Aide VI | Visayas State University | 16,877.00 | 6-1 | Casual | Y |
| 07/31/2021 | 12/31/2021 | Administrative Aide VI | Visayas State University | 16,200.00 | 6-1 | Casual | Y |
| 01/01/2021 | 06/30/2021 | Administrative Aide VI | Visayas State University | 15,524.00 | 6-1 | Casual | Y |
| 01/01/2021 | | Administrative Aide VI | Visayas State University | 16,200.00 | 6-1 | Casual | Y |
| 01/01/2021 | | Administrative Aide VI | Visayas State University | 16,200.00 | 6-1 | Casual | Y |
| 01/01/2021 | | Administrative Aide VI | Visayas State University | 16,200.00 | 6-1 | Casual | Y |
| 01/01/2020 | 12/31/2020 | Administrative Aide VI | Visayas State University | 15,524.00 | 6-1 | Casual | Y |
| 01/01/2019 | 12/31/2019 | Administrative Aide VI | Visayas State University | 674.86 | - | Casual | Y |
| 01/01/2018 | 12/31/2018 | Administrative Aide VI | Visayas State University | 651.81 | - | Casual | Y |
| 01/01/2017 | 12/31/2017 | Administrative Aide VI | Visayas State University | 629.59 | - | Casual | Y |
| 01/01/2016 | 12/31/2016 | Administrative Aide VI | Visayas State University | 608.09 | - | Casual | Y |
| 01/01/2014 | 12/31/2015 | Administrative Aide VI | Visayas State University | 587.32 | - | Casual | Y |
| 07/01/2013 | 12/31/2013 | Administrative Aide VI | Visayas State University | 545.09 | - | Casual | Y |
| 01/01/2011 | 06/30/2013 | Administrative Aide VI | Visayas State University | 502.82 | - | Casual | Y |
| 01/01/2010 | 12/31/2010 | Administrative Aide VI | Visayas State University | 460.59 | - | Casual | Y |
| 07/01/2008 | 12/31/2009 | Administrative Aide VI | Visayas State University | 418.36 | - | Casual | Y |
| 07/01/2007 | 06/30/2008 | Administrative Aide VI | Visayas State University | 380.32 | - | Casual | Y |
| 01/01/2005 | 06/30/2007 | Administrative Aide VI | Leyte State University | 345.73 | - | Casual | Y |
| 07/01/2004 | 12/31/2004 | Data Entry Machine Operator I | Leyte State University | 345.73 | - | Casual | Y |
| 03/01/2004 | 06/30/2004 | Administrative Aide III | Leyte State University | 274.50 | - | Casual | Y |
| 01/01/2002 | 02/29/2004 | Clerk I | Leyte State University | 274.50 | - | Casual | Y |
| 07/01/2001 | 12/31/2001 | Clerk I | Visayas College of Agriculture | 274.50 | - | Casual | Y |
| 01/01/2000 | 06/30/2001 | Clerk I | Visayas College of Agriculture | 261.41 | - | Casual | Y |
| 01/01/1997 | 12/31/1999 | Clerk I | Visayas College of Agriculture | 237.64 | - | Casual | Y |

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

| | | | |
|------------------|--|-------------|------------|
| SIGNATURE | | DATE | 03/03/2023 |
|------------------|--|-------------|------------|

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? 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. |
|------|---------|----------|
| | | |
| | | |
| | | |

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

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.

PHOTO

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)

03/03/2023

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