

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	Caorte			
FIRST NAME	Enrique	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Estremos			
3. DATE OF BIRTH (mm/dd/yyyy)	08/02/1968	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Albuera 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	VSU ANSCI AREA	
7. HEIGHT (m)	1.63	ZIP CODE	House/Block/Lot No. Street Pangasungan	
8. WEIGHT (kg)	72.80		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	O		City/Municipality Province 6521	
10. GSIS ID NO.	000610654215		18. PERMANENT ADDRESS	PUROK OKRA
11. PAG-IBIG ID NO.	121052603037		ZIP CODE	House/Block/Lot No. Street Liloan
12. PHILHEALTH NO.	130500246481	Subdivision/Village Barangay ORMOC CITY LEYTE		
13. SSS NO.	0610684215	19. TELEPHONE NO.		N/A
14. TIN NO.	165945346	20. MOBILE NO.		936-322-1094
15. AGENCY EMPLOYEE NO.	V01112	21. E-MAIL ADDRESS (if any)		enrique.caorte@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Caorte		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Perla	NAME EXTENSION (JR., SR)	Jude Nino Pepito Caorte	01/30/2003
MIDDLE NAME	Pepito			
OCCUPATION	Housekeeper			
EMPLOYER/BUSINESS NAME	none			
BUSINESS ADDRESS	none			
TELEPHONE NO.	09363221094			
24. FATHER'S SURNAME	Caorte			
FIRST NAME	Enrique	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Calabia			
25. MOTHER'S MAIDEN NAME	Visitacion Estrimos			
SURNAME	Caorte			
FIRST NAME	Visitacion			
MIDDLE NAME	Estremos		(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	Albuera Elementary School	Elementary	1976	1981	Graduate	1981	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	03/25/2023
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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	PRESENT	Security Guard I	Visayas State University	14,678.00	3-1	Permanent	Y
03/21/2022		Security Guard I	Visayas State University	14,125.00	3-1	Permanent	Y
03/21/2022		Security Guard I	Visayas State University	14,125.00	3-1	Permanent	Y
01/01/2022	06/30/2022	Security Guard I	Visayas State University	13,572.00	3-1	Casual	Y
07/01/2021	12/31/2021	Security Guard I	Visayas State University	13,572.00	3-1	Casual	Y
01/01/2021		Security Guard I	Visayas State University	13,572.00	3-1	Casual	Y
01/01/2021	06/30/2021	Security Guard I	Visayas State University	13,019.00	3-1	Casual	Y
01/01/2020	06/30/2020	Security Guard I	Visayas State University	13,019.00	3-1	Casual	Y
07/01/2019	12/31/2019	Security Guard I	Visayas State University	566.64	-	Casual	Y
01/01/2019	06/30/2019	Security Guard I	Visayas State University	566.64	-	Casual	Y
07/02/2018	12/31/2018	Security Guard I	Visayas State University	541.54	-	Casual	Y
02/09/2008	07/01/2018	Security Guard	Baybay Institute of Technology	7,200.00	-	Job Order	N
05/25/2007	02/08/2008	Security Guard	LockHead Security Agency	7,000.00	-	Permanent	N
03/01/2003	05/25/2007	Security Agency	Probr Security Agency	11,000.00	-	Permanent	N
09/01/1997	03/01/2003	Security Guard	GGC Security Agency	6,000.00	-	Permanent	N
04/30/1997	09/30/1997	Security Guard	Sceptre Security Agency	5,400.00	-	Permanent	N
10/15/1992	09/30/1997	Security Guard	Alert Security Agency	3,500.00	-	Permanent	N

(Continue on separate sheet if necessary)

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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			
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Technical	Quality Assurance Center, Visayas State University
	Basic Life Support Providers Course Health Care Provider	09/05/2019	09/06/2019	16	Technical	(DOH) Department of Health
	Security Re-Training/Refresher Course (RTC)	12/06/2018	12/11/2018	48	Technical	JVO Dynamic Security Training Academy Inc.
	VSU Free Brigade	11/05/2018	11/09/2018	40	Technical	Bureau of Fire Protection Region 8
	Fire Prevention Seminar and Training on Mass Casualty Incident Response	03/27/2018	03/27/2018	8	Technical	BFP/SSO/ODAH
	Emergency Response Skills Training	03/14/2018	03/18/2018	40	Technical	BFP/SSO/ODAH
	Fire Consciousness /Preparedness	02/27/2018	02/27/2018	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-Orientation Seminar For Security Harassment	09/04/2014	09/04/2014	8	Technical	QAC,ODAH,SSO
	Padpao Re-Training Course	09/19/2012	09/30/2012	90	Technical	Padpao Re-Training Private Security Academy
	Gender Sensivity Training of Sexual Harassment Orientation for Frontline Service Providers	09/17/2012	09/17/2012	8	Technical	SSO/ODAH
	Seminar on Fire Prevention	01/21/2012	01/21/2012	8	Technical	Visayas State University/Security Services Office

(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		KABALIKAT CIVICOM
					GUARDIAN Visca Chapter
					Phi Beta Kappa Fraternity Sorority

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/25/2023
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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? 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>CHERYL BATUCAN</td><td>BRGY.LILOAN ORMOC CITY</td><td></td></tr><tr><td>ROMEO CALABA</td><td>BRGY.LAWIS ALBUERA LEYTE</td><td></td></tr><tr><td>SALDY PITOGO</td><td>BRGY. LILOAN ORMOC CITY LEYTE</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	CHERYL BATUCAN	BRGY.LILOAN ORMOC CITY		ROMEO CALABA	BRGY.LAWIS ALBUERA LEYTE		SALDY PITOGO	BRGY. LILOAN ORMOC CITY LEYTE	
NAME	ADDRESS	TEL. NO.												
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ROMEO CALABA	BRGY.LAWIS ALBUERA LEYTE													
SALDY PITOGO	BRGY. LILOAN ORMOC CITY LEYTE													
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: DL ID/License/Passport No.: H0307001934 Date/Place of Issuance: 08/02/2021 / BAYBAY CITY LEYTE	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														