

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	Alcober		
FIRST NAME	Luvilla	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Garcia		
3. DATE OF BIRTH (mm/dd/yyyy)	03/13/1981	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	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	Duplex B-1 House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	55.00		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	Duplex B-1 House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	918-382-5264
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	luvilla.alcober@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V01148		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Alcober		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ed Allan	NAME EXTENSION (JR., SR)	Lance Garcia Alcober	12/04/2007
MIDDLE NAME	Llano		Alejaj Garcia Alcober	10/02/2009
OCCUPATION	Teaching		Adrielle G. Alcober	12/08/2012
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Visca, Baybay City, Leyte			
TELEPHONE NO.	09483696506			
24. FATHER'S SURNAME	Garcia			
FIRST NAME	Nereo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Lotianes			
25. MOTHER'S MAIDEN NAME	Bertomen			
SURNAME	Garcia			
FIRST NAME	Leonida			
MIDDLE NAME	Mines		(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	Tampakan Central Elementary School	Elementary	1989	1994	Graduated	1994	
SECONDARY	Tampakan National High School	High School	1994	1998	Graduated	1998	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	1998	2003	Graduated	2003	
GRADUATE STUDIES	Leyte Normal University	Master in Management	2006	2006	Earned 9 units	2006	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/28/2022
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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
	Career Service Professional	81.48	04/06/2014	Tacloban City, Leyte	01-029373	N/A
	Career Service Sub-Professional	88.73	05/23/2003	Davao City	13-125349	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						
07/01/2022	PRESENT	Administrative Officer II	Visayas State University	25,723.00	11-2	Permanent	Y
01/01/2022		Administrative Officer II	Visayas State University	25,439.00	11-1	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
01/01/2020		Administrative Officer II	Visayas State University	22,316.00	11-1	Permanent	Y
07/01/2019		Administrative Officer II	Visayas State University	20,754.00	11-1	Permanent	Y
01/01/2019	06/30/2019	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	19,394.00	10-2	Permanent	Y
10/16/2018	12/31/2018	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	18,883.00	-	Permanent	Y
01/01/2018	10/15/2018	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	18,718.00	10-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	18,217.00	10-1	Permanent	Y
01/01/2016	12/31/2016	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	17,730.00	10-1	Permanent	Y
10/16/2015	12/31/2015	Administrative Officer I	Agricultural Training Institute – National Telecommunications Commission	17,255.00	-	Permanent	Y
09/01/2015	10/15/2015	Admin Aide	Agricultural Training Institute – National Telecommunications Commission	90,000.00	-	Job Order	Y
05/04/2015	08/31/2015	Planning Aide	Agricultural Training Institute – National Telecommunications Commission	165,996.00	-	Job Order	Y
10/22/2014	05/03/2015	Admin Aide	Agricultural Training Institute – National Telecommunications Commission	72,000.00	-	Job Order	Y
10/01/2008		Administrative Aide III	Visayas State University	332.14	-	Casual	Y
07/01/2008	09/30/2008	Administrative Aide III	Visayas State University	332.14	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide III	Visayas State University	301.96	-	Casual	Y
01/01/2005	06/30/2007	Administrative Aide III	Leyte State University	274.50	-	Casual	Y
07/01/2004	12/31/2004	Administrative Aide III	Leyte State University	274.50	-	Casual	Y

(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			
	2022 Regional Congress of Human Resource Management Practitioners in Eastern Visayas	08/24/2022	08/26/2022	16	Managerial	CSC ROVIII
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	Visayas State University
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4	Technical	Office of the Director for Human Resource Management, Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	4	Technical	Visayas State University
	DBM Region VIII Customer Satisfaction Survey Online Orientation for Administrative Officers and Liaison Officer	06/17/2021	06/17/2021	4	Technical	Department of Budget and Management-Region 8
	2021 Regional Congress of Human Resource Management Practitioners (HRMPs)	03/10/2021	03/11/2021	12	Managerial	Civil Service Commission - Region 8
	2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)	11/25/2020	11/27/2020	12	Managerial	Civil Service Commission - Region 8
	Webinar on Filipino Values and Culture in the Time of Pandemic	03/24/2020	03/24/2020	4	Technical	National Commission for Culture and Arts & Regional Development Council VIII
	Document Control Custodian skills Enhancement Training Workshop	11/28/2018	11/29/2018	12	Technical	Agricultural Training Institute- Central Office
	Values Restoration Officer Capacity Building IV	10/24/2018	10/26/2018	32	Technical	Council for Restoration of Filipino Values and Civil Service Commission
	Training on Risk Assessment and Action Planning	10/08/2018	10/10/2018	18	Technical	Agricultural Training Institute - Region VIII
	2018 Visayas-Wide Convergence of Human Resource management Practitioners	03/22/2018	03/23/2018	12	Technical	Civil Service Commission
	Values Restoration Program/Good Manners and Right Conduct (GMRC) Grand Launching and VRO's Capacity Building III	10/24/2017	10/27/2017	32	Technical	Council for Restoration of Filipino Values and Civil Service Commission
	9001:2015 Documented Information Training	11/24/2016	11/25/2016	12	Technical	Agricultural Training Institute- Central Office
	Records Disposition Administration Training	11/21/2016	11/22/2016	12	Technical	Agricultural Training Institute- Central Office
	Comprehensive ISO 9001:2015 with Risk-based Approach	11/15/2016	11/16/2016	12	Technical	Agricultural Training Institute- Central Office
	Workshop on Streaming Conformities Conformities: Root Cause Analysis, Corrective/Preventive Action Identification	09/05/2016	09/06/2016	12	Technical	Agricultural Training Institute (ATI) - RTC 8

(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)

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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: Resigned from ATI.												
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>Lourdes B. Cano</td><td>Brgy. San Isidro, Baybay City, Leyte</td><td>09176341502</td></tr><tr><td>Honey Sofia V. Colis</td><td>ODHRM, Visca, Baybay City, Leyte</td><td>09176341490</td></tr><tr><td>Vilma M. Patindol</td><td>Brgy. Gabas, Baybay City, Leyte</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Lourdes B. Cano	Brgy. San Isidro, Baybay City, Leyte	09176341502	Honey Sofia V. Colis	ODHRM, Visca, Baybay City, Leyte	09176341490	Vilma M. Patindol	Brgy. Gabas, Baybay City, Leyte	
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Vilma M. Patindol	Brgy. Gabas, Baybay 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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: DL ID/License/Passport No.: H1220000228 Date/Place of Issuance: 01/08/2020 / Baybay City, Leyte	Signature (Sign inside the box) 09/28/2022 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														