

# 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                       | Liong   |  |  |              |
| FIRST NAME                       | Lionel  | NAME EXTENSION (JR., SR)<br>N/A                                |  |              |
| MIDDLE NAME                      | Hoyla   |  |  |              |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 04/22/1982  | 16. CITIZENSHIP  | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |              |
| 4. PLACE OF BIRTH                | BAYBAY CITY, LEYTE  | If holder of dual citizenship,<br>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<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS  | Brgy. Sto. Rosario   |              |
| 7. HEIGHT (m)                    | 1.68  | ZIP CODE   | House/Block/Lot No. _____ Street _____   |              |
| 8. WEIGHT (kg)                   | 67.00   |  | Sitio Lapawon _____ Santo Rosario  |              |
| 9. BLOOD TYPE                    | B+  |  | Subdivision/Village _____ Barangay _____   |              |
| 10. GSIS ID NO.                  | N/A   |  | BAYBAY _____ LEYTE   |              |
| 11. PAG-IBIG ID NO.              | 121208787300  | 18. PERMANENT ADDRESS  | City/Municipality _____ Province _____   |              |
| 12. PHILHEALTH NO.               | 130501445194  |  | ZIP CODE   | 6521         |
| 13. SSS NO.                      | N/A   |  | 19. TELEPHONE NO.  | N/A          |
| 14. TIN NO.                      | 461237968   |  | 20. MOBILE NO.   | 906-823-5439 |
| 15. AGENCY EMPLOYEE NO.          | V02142  | 21. E-MAIL ADDRESS (if any)                                    | liong.lionel@vsu.edu.ph  |              |

## II. FAMILY BACKGROUND

|                          |                    |                                 |   |                            |
|--------------------------|--------------------|---------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | Villacura          |                                 | 23. NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | Christal           | NAME EXTENSION (JR., SR)        | Charliel John V. Liong                              | 04/05/2012                 |
| MIDDLE NAME              | Alcasoda           |                                 | Charl Lionard V. Liong                              | 07/11/2022                 |
| OCCUPATION               | ALS Teacher        |                                 |   |                            |
| EMPLOYER/BUSINESS NAME   | Senior High        |                                 |   |                            |
| BUSINESS ADDRESS         |                    |                                 |   |                            |
| TELEPHONE NO.            |                    |                                 |   |                            |
| 24. FATHER'S SURNAME     | Liong              |                                 |   |                            |
| FIRST NAME               | Luciano            | NAME EXTENSION (JR., SR)<br>Jr. |   |                            |
| MIDDLE NAME              | Gucela             |                                 |   |                            |
| 25. MOTHER'S MAIDEN NAME | Belina Balad Hoyla |                                 |   |                            |
| SURNAME                  | Liong              |                                 |   |                            |
| FIRST NAME               | Belina             |                                 |   |                            |
| MIDDLE NAME              | Hoyla              |                                 |   |                            |

## III. EDUCATIONAL BACKGROUND

| 26. LEVEL                | NAME OF SCHOOL<br>(Write in full)           | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|--------------------------|---|--|----------------------|------|--|----------------|---------------------------------------|
|                          |   |  | From                 | To   |  |                |                                       |
| ELEMENTARY               | Baybay II South Central School              | Elementary                                       | 1992                 | 1995 |  | 1995           | N/A                                   |
| SECONDARY                | Franciscan College of Immaculate Conception | High School                                      | 1995                 | 1999 |  | 1999           | N/A                                   |
| VOCATIONAL/ TRADE COURSE | N/A   |  |                      |      |  |                |                                       |
| COLLEGE                  | Franciscan College of Immaculate Conception | Associate in Computer Technology                 | 1999                 | 2010 | 147 units  | 2010           | N/A                                   |
| GRADUATE STUDIES         | N/A   |  |                      |      |  |                |                                       |

(Continue on separate sheet if necessary)

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|------------------|--|-------------|------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | 06/18/2025 |
|------------------|--|-------------|------------|



**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|-----|-----------------|---------------------------|
|     |   | From                            | To  |                 |                           |
|     | N/A   | N/A                             | N/A | N/A             | N/A                       |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
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*(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<br>(Write in full)   | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                   |
|-----|--|---|------------|-----------------|---|--|
|     |  | From  | To         |                 |   |  |
|     | Basic Life Support with CPR 2020 Guidelines with AED, Foreign Body Airway Obstruction and Bag Valve Mask Applications, Occupational First Aide Training        | 03/12/2024                                    | 03/14/2024 | 32              | Technical   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     | HRIS Software Onboarding   | 12/06/2023                                    | 12/06/2023 | 8               | Technical   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     | "Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"   | 11/29/2023                                    | 11/29/2023 | 8               | Technical   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     | Attended the ISO 9001:2015 Awareness/Re-awareness Seminar  | 08/29/2023                                    | 08/29/2023 | 8               | Technical   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     | Attended the ISO 9001:2015 Awareness/Re-awareness Webinar  | 02/15/2023                                    | 02/15/2023 | 8               | Technical   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     | Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines | 09/07/2022                                    | 09/07/2022 | 8               | Technical   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     | VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR   | 04/07/2022                                    | 04/07/2022 | 8               | Technical   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     | Workshop on Revisiting the Strategic Plan of ODAS & GSO  | 03/16/2022                                    | 03/17/2022 | 16              | Technical   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     | Orientation Workshop Among JO Clerks & Laboratory Technicians  | 01/15/2018                                    | 01/15/2018 | 8               | Technical   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     |  |   |            |                 |   |  |
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*(Continue on separate sheet if necessary)*

**VIII. OTHER INFORMATION**

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|--|-----|---|
|     | N/A                        |     | N/A  |     | N/A   |
|     |                            |     |  |     |   |
|     |                            |     |  |     |   |
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|                  |  |             |            |
|------------------|--|-------------|------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | 06/18/2025 |
|------------------|--|-------------|------------|

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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  NO

If YES, give details (country): \_\_\_\_\_

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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

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.) <b>PLEASE INDICATE ID Number and Date of Issuance</b> |
| Government Issued ID: <b>N/A</b>   |
| ID/License/Passport No.: <b>N/A</b>  |
| Date/Place of Issuance: <b>N/A</b>   |

|                                 |
|---------------------------------|
|                                 |
| Signature (Sign inside the box) |
| 06/18/2025                      |
| 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 |