

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	GONZAGA		
FIRST NAME	SHEILA MARIE		NAME EXTENSION (JR, SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)	November 4, 1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MINGLANILLA CEBU CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 1 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	152.4	18. PERMANENT ADDRESS	Zone 1 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	53kg		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	13-025618802-4		
13. SSS NO.	06-4717716-3	19. TELEPHONE NO.	
14. TIN NO.	723-333-749-0000	20. MOBILE NO.	09380380782
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	esemagaznoq04@gmail.com

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)	
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)	
MIDDLE NAME	N/A		
25. MOTHER'S MAIDEN NAME			
SURNAME	GONZAGA		
FIRST NAME	MA.TERESA		
MIDDLE NAME	JURISINA		

(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	PATAG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	N/A	2008	WITH HONOR
SECONDARY	VSU-LHS	HIGHSCHOOL	2008	2012	N/A	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	NA	NA				N/A
COLLEGE	STO.NÑO COLLEGE ORMOC	Bachelor of Science in Criminology	2013	2017	N/A	2017	N/A
GRADUATE STUDIES	N/A	NA	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12-1-28
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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
	DRIVER LICENSE		11/04/2018	BAYBAY CITY	H12-17-001875	11/04/2031
	PRC (CRIMINOLOGIST)	75.5	02/01/2018	TACLOBAN CITY	0153940	11/04/2025
	SK CHAIRPERSON		05/30/2018	BAYBAY CITY	5/30/2018	11/30/2023

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	12-1-28
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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		
	KABATAAN KONTRA DROGA AT TERRORISMO (KK2DAT)	10/03/2020	11/30/2023	N/A	TREASURER

(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			
	SEMINAR WORKSHOP ON BARANGAY DEVELOPMENT PLANNING	10/23/2018	10/25/2018	24.0		VISAYAS STATE UNIVERSITY
	YOUTH SUMMIT	11/15/19	11/15/19	8.0		NATIONAL POLICE COMMISSION, PNP-LEYTE POLICE PROVINCIAL OFFICE
	Kabataan Kontra Droga at Terorismo KKDAT	4/13/2019	4/13/2019	8.0		PNP BAYBAY
	PROTOCOLS IN INTELLIGENCE AND INVESTAGATION	9/12/2020	9/12/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	UNDERCOVER OPERATION AND BACKGROUND INVESTIGATION	9/19/2020	9/20/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	CRIMINAL LAW AND JURISPRUDENCE	9/26/2020	9/27/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	CRIMINAL INVESTIGATION AND DETECTION COURSE CLASS NO.12-2020	9/12/2020	11/28/2020	360.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	REVISED RULES ON CRIMINAL PROCEDURE AND EVIDENCE	10/3/2020	10/4/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	CRIME SCENE INVESTIGATION AND EVIDENCE PRESERVATION	10/17/2020	10/18/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	INTRODUCTION TO FRAUD AND MODUS OPERANDI OF CRIMINAL GANGS	10/24/2020	10/25/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	TERRORISM AND ORGANIZED CRIME INVESTAGATION	11/17/2020	11/18/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	COGNITIVE INTERVIEWING TECHNIQUE	11/14/2020	11/15/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	15th Batch of the PNP Initiated Recovery and Wellness Program for the Persons who used drugs	5/18/21	5/18/21	8.0		PNP Baybay
	Regional Youth Leaders for Peace Summit	12/12/2021	12/15/2021	36.0		YOUTH of Region 8
	ONLINE TRAINING ON THE HANDBOOK ON THE FINANCIAL TRANSACTIONS OF THE SK	11/25/2021	12/03/2021	48.0		COMMISSION ON AUDIT REGIONAL OFFICE
	ASEAN YOUTH CLIMATE ACTION AND DISASTER RESILIENCE	10/24/22	10/26/22	24.0		LGU BAYBAY
	SEMINAR & WORKSHOP ON FULL DISCLOSURE AND TRANSITION CONVERGENCE CUM FORMULATION OF THE LOCAL YOUTH DEVELOPMENT PLAN AND COMPREGENSIVE BARANGAY YOUTH DEVELOPMENT PLAN AND ANCHORED IN THE REVISED IMPLEMENTING RULES AND REGULATION OF R.A 10742	10/16/23	10/18/23	24.0		LGU BAYBAY
	MARITIME SECURITY AWARENESS TRAINING FOR PORT PERSONNEL WITH DESIGNATED SECURITY DUTIES	2/22/2024	2/22/2024	8.0		Philippine Port Authority
	ORIENTATION ON FINANCIAL MANAGEMENT TRANSACTION IN VSU	3/13/25	3/13/25	8.0		VISAYAS STATE UNIVERSITY
	FORESTING PSYCHOLOGICAL SAFETY IN THE WORKSPACE	4/30/2025	4/30/2025	8.0		VISAYAS STATE UNIVERSITY
	Reorientation Seminar on the Ease of Doing Business Act, Data Privacy Act of 2012, and Privacy Impact Assessment for Visayas State University Personnel	10/06/2025	10/06/2025	8.0		VISAYAS STATE UNIVERSITY
	"ISO 9001: 2015 AWARENESS AND RE-AWARENESS WEBINAR"	05/09/2025	05/09/2025	4.0		VISAYAS STATE UNIVERSITY

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION





31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	CERTIFIED CRIMINAL INVESTIGATOR		N/A	
	PROFICIENT IN MS OFFICE			
	GOOD INTERPERSONAL SKILLS			

(Continue on separate sheet if necessary)

SIGNATURE

DATE

12-1-25

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>														
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>														
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>														
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>DR. MARK MICHAEL O. UNLU-CAY-FORMER SK FEDERATION PRESIDENT</td><td>Brgy. Bubon, Baybay City, Leyte</td><td>9684130270</td></tr><tr><td>Dr. CHERRY N. ROLA-DEPT.HEAD, DALL</td><td>Brgy. Guadalupe, Baybay City, Leyte</td><td>96030608852</td></tr><tr><td>Dr. MARIA VANESSA E. GABUNADA-DEAN, FHSS</td><td>Visca, Baybay City Leyte</td><td>9473941890</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. MARK MICHAEL O. UNLU-CAY-FORMER SK FEDERATION PRESIDENT	Brgy. Bubon, Baybay City, Leyte	9684130270	Dr. CHERRY N. ROLA-DEPT.HEAD, DALL	Brgy. Guadalupe, Baybay City, Leyte	96030608852	Dr. MARIA VANESSA E. GABUNADA-DEAN, FHSS	Visca, Baybay City Leyte	9473941890		
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<p>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.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>PRC</td></tr><tr><td>ID/License/Passport No.:</td><td>0153940</td></tr><tr><td>Date/Place of Issuance:</td><td>02/01/2018</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	PRC	ID/License/Passport No.:	0153940	Date/Place of Issuance:	02/01/2018	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 100px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">12-1-25</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table> <div style="text-align: center; margin-top: 20px;"></div> <p style="text-align: center;">Right Thumbmark</p>		Signature (Sign inside the box)	12-1-25	Date Accomplished
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Date Accomplished															
<p>SUBSCRIBED AND SWORN to before me this <u>02 DEC 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="width: 30%;"><p>DOC NO. <u>1792</u></p><p>PAGE NO. <u>45</u></p><p>BOOK NO. <u>44</u></p><p>SERIES OF <u>2015</u></p></div><div style="width: 60%; text-align: center;"><div style="border: 1px solid black; padding: 5px; display: inline-block;"><p>ATTY. RYSAN C. GUINOCOR</p><p>Notary Public</p><p>Until December 31, 2025</p><p>PTR No. 0327797-Baybay City, Leyte-1/17/2025</p><p>IBP No. 503557-Tacloban City-01/09/2025</p><p>Phil. Bar No. 57467</p><p>Reg. No. VII-0032195-04/14/2025</p><p>VSU, Baybay City, Leyte</p></div></div></div>															