

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.

CS ID No.

(Do not fill up. For CSC use only.)

I. PERSONAL INFORMATION

2. SURNAME	DY		
FIRST NAME	LALAIN MAY		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	DIAZ		
3. DATE OF BIRTH (mm/dd/yyyy)	24/10/1998	16. CITIZENSHIP	Pls. indicate country.
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village BAYBAY City/Municipality
7. HEIGHT (m)	1.47	ZIP CODE	CENTRO
8. WEIGHT (kg)	54		Street
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	SAN ISIDRO
10. GSIS ID NO.	N/A		Barangay
11. PAG-IBIG ID NO.	1212-5817-2181	LEYTE	Province
12. PHILHEALTH NO.	13-250337293-6	ZIP CODE	6521
13. SSS NO.	06-4336310-4	19. TELEPHONE NO.	N/A
14. TIN NO.	362-117-411-000	20. MOBILE NO.	09758838271
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	lalaine.dy@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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	DY			
FIRST NAME	ALFREDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LATORENO			
25. MOTHER'S MAIDEN NAME				
SURNAME	DIAZ			
FIRST NAME	EDNA			
MIDDLE NAME	SARGO			

(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	BAYBAY ADVENTIST ELEMENTARY SCHOOL	PRIMARY	2005	2011		2011	Principal's List Award
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY	2011	2015		2015	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2015	2019		2019	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

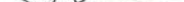
SIGNATURE

DATE

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'S LICENSE		MARCH 12,2021	Baybay City, Leyte	H12-21-00438	24/10/2025
	CIVIL SERVICE COMMISSION-PROFESSIONAL ELIGIBILITY	81.0	AUGUST 7,2022	Maasin City, Southern Leyte	R08-20230728- 005	

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	05/23/2025
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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		
	IGLESIA NI CRISTO CHURCH	2015	Present		Finance Officer

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


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			
	Orientation on Financial Management Transactions in VSU	03/13/2025	03/13/2025	8.0	Technical	Finance Management Office
	Financial Education Stakeholder's Congress 2024	20/11/2024	20/11/2024	8.0	Technical	Banko Sentral ng Pilipinas
	Workshop on Process Harmonization for Financial Management System	03/10/2024	07/10/2024	24.0	Technical	ICTMC
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	23/02/2024	23/02/2024	8.0	Technical	Administrative Services Office (ASO)
	"Unlocking Excellence: The 5S Revolution for Clerks and Heads"	29/11/2023	29/11/2023	7.0		LDHRD
	ISO 9001:2015 Awareness & Re-awareness Webinar	29/08/2023	29/08/2023	1.0		Quality Assurance Center
	Gender Sensitivity Orientation	11/07/2023	11/07/2023	4.0		VSU Gender Resource Center
	Exploring Initiatives in Solving Water and Sanitation	22/03/2023	22/03/2023	4.0		ISRDS
	ISO 9001:2015 Awareness & Re-awareness Webinar	30/08/2022	31/08/2022	1.0		Quality Assurance Center
	Hands-Only Cardiopulmonary Resuscitation	21/07/2022	22/07/2022	4.0		Department of Health- Eastern Visayas Center for Health Development
	Agricultural Crops Production NC II	16/12/2019	18/02/2020	336.0		Godoy's Organic Land Diversification Farm School

(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)
	Computer Skills (MS Excel, Word, PPT)		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/23/2025
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<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 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: <u>Finished Contract in Philippine Statistics Authority</u></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 type="checkbox"/> YES <input checked="" 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>QUEEN-EVER Y. ATUPAN</td> <td>VSU, Pangasugan Baybay City, Leyte</td> <td>9955181566</td> </tr> <tr> <td>DAHLIA R. ARPOCEPLE</td> <td>Sitio, Cienda, Gabas, Baybay City, Leyte</td> <td>9455595603</td> </tr> <tr> <td>JEREMIAS VESTRA</td> <td>Brgy. Guadalupe, Baybay City, Leyte</td> <td>9234118536</td> </tr> </tbody> </table>			NAME	ADDRESS	TEL. NO.	QUEEN-EVER Y. ATUPAN	VSU, Pangasugan Baybay City, Leyte	9955181566	DAHLIA R. ARPOCEPLE	Sitio, Cienda, Gabas, Baybay City, Leyte	9455595603	JEREMIAS VESTRA	Brgy. Guadalupe, Baybay City, Leyte	9234118536	 PHOTO
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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>															
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: Driver's License</p> <p>ID/License/Passport No.: H12-21-000438</p> <p>Date/Place of Issuance: 03/12/2021 - Baybay City, Leyte</p>	<p style="text-align: center;">  Signature (Sign inside the box) </p> <p style="text-align: center;"> 5/23/21 Date Accomplished </p>	<p style="text-align: center;">  Right Thumbmark </p>													

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath