

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 ( ) ☐ 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	ANDUYAN		
FIRST NAME	CAROLINE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BERRI		
3. DATE OF BIRTH (mm/dd/yyyy)	04/04/1984	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines ▼
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	228 TRES MARTIRES ST. House/Block/Lot No. Street POBLACION ZONE 13 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.5494	18. PERMANENT ADDRESS	228 TRES MARTIRES ST. House/Block/Lot No. Street POBLACION ZONE 13 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	75		ZIP CODE
9. BLOOD TYPE	AB+	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	09267984713
11. PAG-IBIG ID NO.	1210-6728-7283	21. E-MAIL ADDRESS (if any)	caroline.anduyan@vsu.edu.ph
12. PHILHEALTH NO.	07-050608686-6		
13. SSS NO.	02-2253324-5		
14. TIN NO.	291-207-604		
15. AGENCY EMPLOYEE NO.			

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)	RAFAELA B. ANDUYAN	19/02/2006
MIDDLE NAME	N/A		ADRIAN A. JOSE	10/07/2010
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ANDUYAN			
FIRST NAME	RAMON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SESCON			
25. MOTHER'S MAIDEN NAME				
SURNAME	BERRI			
FIRST NAME	LOLITA			
MIDDLE NAME	APOSTOL			

(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 NORTH CENTRAL SCHOOL	PRIMARY EDUCATION	01/06/1991	01/04/1997	GRADUATED	1997	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	01/06/1997	01/04/2001	GRADUATED	2001	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	HOLY ANGEL UNIVERSITY	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCE & MANAGEMENT ACCOUNTING	01/06/2001	01/04/2005	GRADUATED	2005	N/A
	HOLY ANGEL UNIVERSITY	ASSOCIATE IN OFFICE ADMINISTRATION	01/06/2006	01/04/2008	GRADUATED	2008	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/6/2024
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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
	CSC SUB-PROFESSIONAL	82.10	13/03/2022	TACLOBAN CITY	N/A
	CSC PROFESSIONAL	81.44	20/08/2023	TACLOBAN CITY	N/A

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

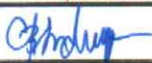
(Continue on separate sheet if necessary)

SIGNATURE	
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DATE

2/6/2024



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			
	HRIS SOFTWARE ONBOARDING	6/12/2023	6/12/2023	4 HOURS		VISAYAS STATE UNIVERSITY
	UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS AT VISAYAS STATE UNIVERSITY	29/11/2023	29/11/2023	4 HOURS		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	29/08/2023	29/08/2023	4 HOURS		VISAYAS STATE UNIVERSITY
	CONFLICT AND STRESS MANAGEMENT	23/05/2023	26/05/2023	32 HOURS		VIGAN, ILOCOS SUR
	1ST RAISE 8 TECHNOLOGY PROMOTION MENTORSHIP SERIES	15/05/2023	19/05/2023	40 HOURS		VISAYAS STATE UNIVERSITY
	ORIENTATION/RE-ORIENTATION OF DUTIES AND RESPONSIBILITIES OF dDRCs AND AdDRCs, AND CASCADING FO DOCUMENTS AND RECORDS CONTROL	07/09/2022	07/09/2022	4HOURS		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS SEMINAR	30/08/2022	31/08/2022	4 HOURS		VISAYAS STATE UNIVERSITY
	ORIENTATION ON DATA PRIVACY ACT OF 2012	08/04/2022	08/04/2022	8 HOURS		VISAYAS STATE UNIVERSITY
	VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR	07/04/2022	07/04/2022	4 HOURS		VISAYAS STATE UNIVERSITY
	WORKSHOP ON REVISITING THE STRATEGIC PLAN FOR ODAS & GSO	16/03/2022	17/03/2022	16 HOURS		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	24/02/2022	24/02/2022	4 HOURS		VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	13/09/2021	13/09/2021	4 HOURS		VISAYAS STATE UNIVERSITY
	CONTROL YOUR RECORDS BEFORE THEY CONTROL YOU: THE BASICS OF RECORDS MANAGEMENT AND RECORDS CONTROL	27/01/2021	27/01/2021	4 HOURS		DEPARTMENT OF SCIENCE AND TECHNOLOGY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	27/11/2020	27/11/2020	2 HOURS		VISAYAS STATE UNIVERSITY
	WEBINAR PRESENTATION ON "DOCUMENT TRACKING SYSTEM"	13/11/2020	13/11/2020	3 HOURS		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)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	COMPUTER LITERATE			JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS		
	STENOGRAPHY			PHILIPPINE ASSOCIATION OF STUDENTS IN OFFICE ADMINISTRATION		
	KEYBOARDING / TYPING			Leyte State University-Administrative Personnel Association (LSU-AdPA)		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	2/6/2024	



<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>_____</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>_____</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>_____</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>_____</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>_____</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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>