

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	BALANA		
FIRST NAME	RUEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	REYES		
3. DATE OF BIRTH (mm/dd/yyyy)	5/14/1993	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ESCALANTE NEGROS OCCIDENTAL		
5. SEX	☒ Male ☐ Female		
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	
7. HEIGHT (m)	161		
8. WEIGHT (kg)	54 kg		
9. BLOOD TYPE	0+		
10. GSIS ID NO.			
11. PAG-IBIG ID NO.	121226820414	18. PERMANENT ADDRESS ZIP CODE	
12. PHILHEALTH NO.	13-025419341-1		
13. SSS NO.	NA		
14. TIN NO.	490-181-276		
15. AGENCY EMPLOYEE NO.			
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09983373022
		21. E-MAIL ADDRESS (if any)	ruel.balana@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)		
	MIDDLE NAME			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BALANA			
	FIRST NAME	ROGELIO		
	MIDDLE NAME	BASAS		
25. MOTHER'S MAIDEN NAME				
	SURNAME	REYES		
	FIRST NAME	LUCIA		
	MIDDLE NAME	DESCARTIN		
(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	Maria Lopez Elementary School		2001	/2007/		2017	None
SECONDARY	baybay National High School		/2008/	/2011/		2011	None
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Animal Science	/2012/	/2016/		2016	None
GRADUATE STUDIES	Visayas State University	Master of Science in Animal Science	2019	on-going	31		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 22, 2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE		2/22/24
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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		

(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			
	Webinar on Navigating the Digital Shift: Instructional Materials to Support the University's Flexible Learning	3/18/2021	3/18/2021			Office of the Vice President for Academic Affairs
	Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference	3/15/2021	3/16/2021			Office of the Vice President for Academic Affairs
	VSU E-Learning Environment Training - Workshop Series	12/1/2020	12/1/2020			Office of the Vice President for Academic Affairs
	Learn and Re-learn: VSU TOS and Item Analysis	11/12/2020	11/12/2020			Office of the Vice President for Academic Affairs
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020			Quality Assurance Center
	Philsan Virtual Animal Nutrition Conference 2020 Webinar	10/21/2020	10/21/2020			Institute of Animal Science, UP Los Banos
	Philsan Virtual Animal Nutrition Conference 2020 Webinar	10/14/2020	10/14/2020			Institute of Animal Science, UP Los Banos
	Philsan Virtual Animal Nutrition Conference 2020 Webinar	10/7/2020	10/7/2020			Institute of Animal Science, UP Los Banos
	Learn and Lead: Evoking Participation and Formulating Proposals	4/24/2017	4/28/2017			Agricultural Training Institute-Regional Training Center VIII
	An Overview of the Poultry and Livestock Genetic Resources in Asian Countries	3/14/2017	3/14/2017			Department of Animal Science
	LaForeT Community Level Research Training Workshop	8/16/2016	8/19/2016			College Forestry and Environmental Science

(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)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/22/24
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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: _____
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)		
NAME	ADDRESS	TEL. NO.
Dr. Aleli A. Villocino	Visca, Baybay City, Leyte	1064
Dr. Charis B.Limbo	Visca, Baybay City, Leyte	9485105847
Dr. Rosario P. Abela	Visca, Baybay City, Leyte	9183641159
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.		



PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Signature (Sign inside the box) 2/22/24 Date Accomplished	Right Thumbmark
Government Issued ID:		
ID/License/Passport No.: P7999366A		
Date/Place of Issuance: 07/19/2018-Tacloban		

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