

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	CAINDOC		
FIRST NAME	ROBERT JAY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CORRO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/23/1999	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	ORMOC CITY		
5. SEX	☒ Male ☐ Female		
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	STO. NINO House/Block/Lot No. Street POBLACION Subdivision/Village Barangay ALBUERA, LEYTE City/Municipality Province
7. HEIGHT (m)	1.67 m		
8. WEIGHT (kg)	89 kg		
9. BLOOD TYPE	Type "O"		
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS ZIP CODE	STO. NINO House/Block/Lot No. Street ALBUERA, LEYTE Subdivision/Village POBLACION Barangay City/Municipality LEYTE Province
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	1302-5559-0740		
13. SSS NO.	N/A		
14. TIN NO.	769-119-259-000	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	09289608442
		21. E-MAIL ADDRESS (if any)	robertjaycaindoc@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)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CAINDOC			
FIRST NAME	ROBERTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	JUANILLO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CORRO			
FIRST NAME	FAUSTINA			
MIDDLE NAME	DEMETERIO		(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	ALBUERA NORTH CENTRAL SCHOOL	N/A	06/05/2006	03/31/2011	N/A	2011	N/A
SECONDARY	DR. GERONIMO B. ZALDIVAR MEMORIAL SCHOOL OF FISHERIES	N/A	06/06/2011	03/31/2015	N/A	2015	9TH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRIBUSINESS	06/01/2015	06/15/2020	N/A	2020	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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	Date of Validity		
	DRIVER'S LICENSE	N.A	09/11/2017	ORMOC CITY	HO3-17-001982	09/11/2017		
(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.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	8/26/2020	03/05/2021	Instructor	Visayas State University-Department of Business and Management	₱14,500.00	N/A	Job-Order	N/A
(Continue on separate sheet if necessary)								
SIGNATURE					DATE			

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			
	VSU E-Learning Environment Training-Workshop Series	12/11/2020	12/11/2020	8.0	Technical	Visayas State University
	Marketing Strategies Training for Baybay Dairy Cooperative	12/08/2020	12/09/2020	16.0	Managerial	Visayas State University-Institute for Strategic Research and Development Studies
	Economic and Financial Literacy Week (EFLW) 2020 Regional Forum	12/03/2020	12/03/2020	6.0	Managerial	National Economic and Development Authority-Eastern Visayas Region
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8.0	Managerial	Visayas State University
	CME ViSERDAC Training Series: Developing Fundable Research Proposals	11/13/2020	11/13/2020	4.0	Technical	Visayas State University-College of Management and Economics
	Webinar on Table of Specifications and Test Item Analysis	11/12/2020	11/12/2020	6.0	Technical	Visayas State University
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	12/16/2019	12/16/2019	8.0	Managerial	VSU Gender and Development Office
	Behaviorial Considerations	12/16/2019	12/16/2019	4.0	Managerial	VSU Society if Agribusiness Students
	Crafting a Resume Workshop	12/16/2019	12/16/2019	2.0	Technical	VSU Society if Agribusiness Students
	Banking and Transactions	12/16/2019	12/16/2019	2.0	Technical	VSU Society if Agribusiness Students
	National Youth Conference on Climate Change Adaptation & Mitigation, Disaster Risk Reduction and Resilience	11/20/2019	11/22/2019	24.0	Managerial	Regional Climate Change Research and Development Center 8

(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)
	N/A		N/A		VSU SOCIETY OF AGRIBUSINESS STUDENTS

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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 speciv ID No: _____							
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)									
NAME		ADDRESS							
TEL. NO.									
Nicanor R. Loreto		Brgy. Poblacion, Albuera, Leyte							
0926 846 4605									
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.) PLEASE INDICATE ID Number and Date of Issuance <table><tr><td>Government Issued ID:</td><td>DRIVER'S LICENSE</td></tr><tr><td>ID/License/Passport No.:</td><td>HO3-17-001982</td></tr><tr><td>Date/Place of Issuance:</td><td>ORMOC CITY</td></tr></table>		Government Issued ID:	DRIVER'S LICENSE	ID/License/Passport No.:	HO3-17-001982	Date/Place of Issuance:	ORMOC CITY	Signature (Sign inside the box) Date Accomplished	
Government Issued ID:	DRIVER'S LICENSE								
ID/License/Passport No.:	HO3-17-001982								
Date/Place of Issuance:	ORMOC CITY								
		Right Thumbmark							
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.									
Person Administering Oath									