

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  FIRST NAME  MIDDLE NAME	DIAO		
	JOHN MARTIN		NAME EXTENSION (JR., SR)
	ALEA		
3. DATE OF BIRTH (mm/dd/yyyy)	14/12/1996	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship  <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	PALO, LEYTE		
5. SEX	<input checked="" type="checkbox"/> Male <input 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	ZIP CODE	House/Block/Lot No. Street
			PUROK 1 STA. CRUZ
			Subdivision/Village Barangay
7. HEIGHT (m)	1.78 m		BAYBAY LEYTE
8. WEIGHT (kg)	56 kg		City/Municipality Province
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	425 M.L. QUEZON
10. GSIS ID NO.	NONE		House/Block/Lot No. Street
11. PAG-IBIG ID NO.	121236700817		Subdivision/Village Barangay
12. PHILHEALTH NO.	12-025708124-4	ZIP CODE	BAYBAY LEYTE
13. SSS NO.	NONE	19. TELEPHONE NO.	NONE
14. TIN NO.	719-949-415	20. MOBILE NO.	0917-129-8514
15. AGENCY EMPLOYEE NO.	NONE	21. E-MAIL ADDRESS (if any)	johnmart.diao@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  FIRST NAME  MIDDLE NAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	NONE	NAME EXTENSION (JR., SR)		
	NONE			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME  FIRST NAME  MIDDLE NAME	NONE			
	NONE	NAME EXTENSION (JR., SR)		
	NONE			
25. MOTHER'S MAIDEN NAME  SURNAME  FIRST NAME  MIDDLE NAME	ELENA A. DIAO			
	DIAO			
	ELENA			
	ALEA		(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BASIC EDUCATION	2004	2009	NA	2009	NA
SECONDARY	LICEO DEL VERBO DIVINO	BASIC EDUCATION	2009	2013	NA	2013	NA
VOCATIONAL / TRADE COURSE	NA	NA			NA	NA	NA
COLLEGE	UNIVERSITY OF SAN CARLOS	BACHELOR OF PHILOSOPHY	2014	2018	NA	2018	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MASTER OF ARTS IN PHILOSOPHY	2018	present	36 UNITS	NA	NA

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	

#### 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)

<b>SIGNATURE</b>		<b>DATE</b>	
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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		
NONE		NONE	NONE	NONE	NONE

(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			
	National Training-Workshop for Teachers of Philippine History: Essential Truth on the MartialLaw Period, 1972-1986	03/06/2020	03/07/2020	16.0	Instruction	Human Rights Violations Victims' Commission and USC
	SDRC Capacity Building and Training on Qualitative Research	01/17/2020	1/17/2020	8.0	Research	DLSU SDRC
	2nd Teacher's Training Wrokshop for the Teaching of the Introduction to the Philosophy of the Human Person	05/22/2019	05/24/2019	24.0	Instruction	DLABS-VSU
	12th DLSU Arts Congress	02/20/2019	02/20/2019	8.0	Research	DLSU Manila
	41ST UGAT Annual Conference	11/07/2019	11/09/2019	24.0	Research	UGAT and VSU
	1st National Philosophical Conference	1/22/2019	1/23/2019	16.0	Research	Societas Ethica Philosophica
	Orientation of the Newly Hired Faculty and Part-timers	8/30/2018	8/31/2018	16.0	Technical	VSU HR
	Orientation Seminar on General Education Sources	7/26/2018	7/27/2018	16.0	Instruction	VSU-DLABS and Mutya

(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)
	ENCODING		NONE		University of San Carlos - SOPHIA
	RESEARCH (QUALITATIVE)				PHILOSOPHICAL ASSOCIATION OF THE VISAYAS AND MINDANAO
	READING				Societas Ethica Philosophica
	WRITING				

(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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>	
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
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?		<div><input checked="" type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: END OF _____</div>	
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>	
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			
NAME		ADDRESS	TEL. NO.
RYAN C. URABANO, PHD		CEBU CITY, CEBU	0908 880 2990/ (032) 2300 100
RUBY S. SUAZO, PHD		CEBU CITY, CEBU	(032) 2300 100 local 125
GUIRALDO C. FERNANDEZ, JR., PHD		BAYBAY CITY, LEYTE	
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.			
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: DRIVER'S LICENSE</div> <div>ID/License/Passport No.: H1218001610</div> <div>Date/Place of Issuance: BAYBAY CITY / MAY 07, 2018</div>		<div></div> <div>Signature (Sign inside the box)</div> <div></div> <div>Date Accomplished</div>	
		<div>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)  With full and handwritten name tag and signature over printed name  Computer generated or photocopied picture is not acceptable</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>	
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.			
<div>ATTY. RYSAN C. GUINOCOR</div> <div>Person Administering Oath</div>			