

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	APAS		
FIRST NAME	GENALYN	NAME EXTENSION (JR., SR) applicable Not	
MIDDLE NAME	MENDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	12/04/1992	16. CITIZENSHIP	<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	Brgy. Kansungka, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
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	House/Block/Lot No. Street Kansungka Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	
8. WEIGHT (kg)	47		
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No. Street Kansungka Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	Not applicable	ZIP CODE	
11. PAG-IBIG ID NO.	121216630526		
12. PHILHEALTH NO.	12-051414065-6		6521
13. SSS NO.	05-1251960-7	19. TELEPHONE NO.	Not applicable
14. TIN NO.	717-770-885	20. MOBILE NO.	09678157450
15. AGENCY EMPLOYEE NO.	Not applicable	21. E-MAIL ADDRESS (if any)	genalynapas2017@gmail.com

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	Not applicable		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	Not applicable	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	APAS			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GALADO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MENDEZ			
FIRST NAME	GINA			
MIDDLE NAME	NAPOLES		(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	KANSUNGKA ELEMENTARY SCHOOL		1999	2005		2005	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL		2005	2009		2009	
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2009	2013		2013	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	01/06/2021

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/06/2021
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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		
	Not applicable				

(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)

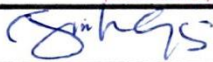
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Webinar on How to Organize Your VSU Email	11/20/2020		2		Visayas State University Webteam
	Webinar on Document Tracking System	11/13/2020		3		Human Resource Information System, Visayas State University
	Orientation of the New Supply Procurement and Property Management Information System (SPPMIS)	05/26/2020		8		Human Resource Information System, Visayas State University
	Workshop on the Uniformity of the University's Specifications and Prices of Goods & Training for the Implementation (PPMP & PR) of the Supplies Procurement and Supplies Management Information System	03/10/2020		8		Bids and Awards Committee, Visayas State University
	Seminar Workshop on Records Matrix and NAP Form-1 Completion	12/13/2019		8		Quality Assurance Center, Visayas State University
	Workshop on Corrective Action	09/16/2019		4		Quality Assurance Center, Visayas State University
	Echo-Seminar for ISO Awareness	07/16/2019		4		Department of Pure and Applied Chemistry, Visayas State University
	Workshop on Online Enrolment for Students 2019	07/16/2019		4		University Computer Center, Visayas State University
	ISO 9001:2015 QMS Roll-Out Orientation	04/11/2019		4		Quality Assurance Center, Visayas State University
	Orientation-Workshop for JO Workers	01/15/2019		8		Office of the Director of Administration and Human Resource Development, Visayas State University
	Visayas State University Credit Cooperative Basic Cooperative Course Seminar	06/12/2018		8		Visayas State University credit Cooperative
	Agroculture, Food, and Natural Resources Training on Entrepreneurship	07/04/2010		8		Department of Business Management, 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)
	Typing		Not applicable		Not applicable
	Reading				
	Drawing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/06/2021
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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 checked="" 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: _____</p> <p>Resignation from the former work attended in SUM Finance Services Corporation in March 31, 2018.</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 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>MA. THERESA P. LORETO</td> <td>VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE</td> <td></td> </tr> <tr> <td>CANDELARIO L. CALIBO</td> <td>VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MA. THERESA P. LORETO	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE		CANDELARIO L. CALIBO	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
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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>										
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 250px; height: 20px; margin: 10px auto; text-align: center;"> Person Administering Oath </div>										