

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	VAÑO		
FIRST NAME	VIRLY M A E		NAME EXTENSION (JR., SR)
MIDDLE NAME	MATEO		
3. DATE OF BIRTH (mm/dd/yyyy)	08/14/1994	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	MALITBOG, SOUTHERN 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 Subdivision/Village Barangay MALITBOG SOUTHERN LEYTE City/Municipality Province
7. HEIGHT (m)	1.53	ZIP CODE	6603
8. WEIGHT (kg)	62.00		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay MALITBOG SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	2005375994	ZIP CODE	6603
11. PAG-IBIG ID NO.	121226369206		
12. PHILHEALTH NO.	13-000124717-5	19. TELEPHONE NO.	NONE
13. SSS NO.	0643913350	20. MOBILE NO.	09163468775/ 09311527177
14. TIN NO.	471-476-892	21. E-MAIL ADDRESS (if any)	vvirlymae@gmail.com
15. AGENCY EMPLOYEE NO.	23-037		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NONE	NAME EXTENSION (JR., SR)	NONE	NONE
MIDDLE NAME	NONE			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	VAÑO			
FIRST NAME	VERONICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ILAGA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MATEO			
FIRST NAME	LETECIA			
MIDDLE NAME	CAPILITAN		(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	MALITBOG CENTRAL SCHOOL	ELEMENTARY EDUCATION	2001	2007	GRADUATED	2007	7TH HONOR
SECONDARY	CONCEPCION NATIONAL HIGH SCHOOL	HIGH SCHOOL EDUCATION	2007	2011	GRADUATED	2011	SALU-TATORIAN
VOCATIONAL / TRADE COURSE	NONE	NONE	NONE	NONE	NONE	NONE	NONE
COLLEGE	VISAYAS STATE UNIVERSITY VISCA, BAYBAY CITY, LEYTE	BACHELOR OF SCIENCE IN AGRIBUSINESS	2011	2015	GRADUATED	2015	NONE
GRADUATE STUDIES	NONE	NONE	NONE	NONE	NONE	NONE	NONE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 4, 2024
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[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

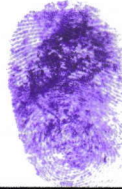
<b>SIGNATURE</b>	<i>TV and</i>	<b>DATE</b>	April 4, 2024
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**April 4, 2024**



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			
	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			
	2023 3RD PAGBA QUARTERLY SEMINAR AND MEETING	11/15/2023	11/18/2023	96.0	TECHNICAL	PHILIPPINE ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION, INC.
	RISKS AND OPPORTUNITIES ASSESSMENT (ROA) TRAINING WORKSHOP	05/17/2023	05/18/2023	48.0	TECHNICAL	DEPARTMENT OF AGRICULTURE (PHILIPPINE CARABAO CENTER)
	AWARENESS SEMINAR ON ISO 9001:2015- QUALITY MANAGEMENT SYSTEM	05/16/2023	05/17/2023	48.0	TECHNICAL	DEPARTMENT OF AGRICULTURE (PHILIPPINE CARABAO CENTER)
	ROOT CAUSE ANALYSIS (RCA) TRAINING WORKSHOP	05/15/2023	05/16/2023	48.0	TECHNICAL	DEPARTMENT OF AGRICULTURE (PHILIPPINE CARABAO CENTER)
	2020 REGIONAL CONGRESS OF HRMPs	02/26/2020	02/27/2020	48.0	MANAGERIAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	FY 2020 PROCUREMENT PREPARATION WITH EARLY PROCUREMENT ACTIVITIES	11/18/2019	11/19/2019	48.0	TECHNICAL	SOUTHERN LEYTE LOCAL BUDGET OFFCIERS LEAGUE, INC
	CDP+ELA CAPDEV FORMULATION TRAINING WORKSHOP	11/12/2019	11/15/2019	96.0	TECHNICAL	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT & MUNICIPALITY OF MALITBOG, SOUTHERN LEYTE
	TRAINING ON RESPONDERS ON BASIC FIRST AID, BASIC LIFE SUPPORT, AND WATER SEARCH AND RESCUE (WASAR)	09/09/2019	09/13/2019	120.0	TECHNICAL	SOUTHERN LEYTE PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE AND MUNICIPAL DISASTER RISK REDUCTION AND
	WRITESHOP ON PREPARATION OF AGENCY PLANTILLA OF PERSONNEL, QUALIFICATION STANDARDS, AND SYSTEM OF RANKING POSITIONS	01/17/2019	01/18/2019	48.0	TECHNICAL	CIVIL SERVICE COMMISSION SOUTHERN LEYTE FIELD OFFICE & COUNCIL OF PERSONNEL OFFICERS
	2018 EASTERN VISAYAS HUMAN RESOURCE MANAGEMENT PRACTITIONERS EXCELLENCE SUMMIT	10/24/2018	10/25/2018	48.0	MANAGERIAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VII
	ENTREPRENUERIAL DEVELOPMENT SEMINAR, AND BASIC COSTING AND PRICING ON SCENTED CANDLE PRODUCTS	01/10/2018	01/10/2018	24.0	MANAGERIAL	DEPARTMENT OF TRADE & INDUSTRY OF THE PHILIPPINES
	TRAINING ON ORGANIC VEGETABLE PRODUCTION	08/03/2016	08/04/2016	48.0	TECHNICAL	LOCAL GOVERNMENT OF MALITBOG
(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		NONE		NONE	
	FLEXIBILITY AND ADAPTABILITY					
	READING BOOKS					
(Continue on separate sheet if necessary)						
SIGNATURE		JVan		DATE	April 4, 2024	



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 type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</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)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ENGR. RANIEL R. CABASISI</td><td>ABGAO, MALITBOG, SO. LEYTE</td><td>09700572867</td></tr><tr><td>CINETTE O. UY</td><td>SAN ANTONIO, MALITBOG, SO. LEYTE</td><td>09518027708</td></tr><tr><td>CRISTINE C. CABASISI</td><td>SAN JOSE, MALITBOG, SO. LEYTE</td><td>09654888814</td></tr></table>		NAME	ADDRESS	TEL. NO.	ENGR. RANIEL R. CABASISI	ABGAO, MALITBOG, SO. LEYTE	09700572867	CINETTE O. UY	SAN ANTONIO, MALITBOG, SO. LEYTE	09518027708	CRISTINE C. CABASISI	SAN JOSE, MALITBOG, SO. LEYTE	09654888814
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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: <b>TIN ID</b></div> <div>ID/License/Passport No.: <b>471-476-892</b></div> <div>Date/Place of Issuance: <b>07-06-2015/MAASIN CITY</b></div>	<div><div><div>Signature (Sign inside the box)</div><div><b>March 4, 2024</b></div><div>Date Accomplished</div></div></div> <div><div></div><div>Right Thumbmark</div></div>												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>Person Administering Oath</div>													

