

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

II. FAMILY BACKGROUND

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

June 24, 2025

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		MARCH 12,2021	Baybay City, Leyte	H12-21-00438	10/24/2025
	CIVIL SERVICE COMMISSION-PROFESSIONAL ELIGIBILITY	81.0	AUGUST 7,2022	Maasin City, Southern Leyte	R08-20230728-005	

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		MARCH 12,2021	Baybay City, Leyte	H12-21-00438	10/24/2025
	CIVIL SERVICE COMMISSION-PROFESSIONAL ELIGIBILITY	81.0	AUGUST 7,2022	Maasin City, Southern Leyte	R08-20230728- 005	

V. WORK EXPERIENCE

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

[illegible][illegible]

SIGNATURE		DATE	June 24, 2025
-----------	---	------	---------------

June 24, 2025

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		
	IGLESIA NI CRISTO CHURCH	2015	Present		Finance Officer

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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			
	Orientation on the BOR Approved Internal Audit Framework	3/27/2025	3/27/2025	8.0	Technical	Internal Audit Services Office
	Orientation on Financial Management Transactions in VSU	03/13/2025	03/13/2025	8.0	Technical	Finance Management Office
	Financial Education Stakeholder's Congress 2024	11/20/2024	11/20/2024	8.0	Technical	Banko Sentral ng Pilipinas
	Workshop on Process Harmonization for Financial Management System	3/10/2024	7/10/2024	24.0	Technical	ICTMC
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8.0	Technical	Administrative Services Office (ASO)
	"Unlocking Excellence: The 5S Revolution for Clerks and Heads"	11/29/2023	11/29/2023	7.0		LDHRD
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	1.0		Quality Assurance Center
	Gender Sensitivity Orientation	11/7/2023	7/11/2023	4.0		VSU Gender Resource Center
	Exploring Initaiatives in Solving Water and Sanitation	03/22/2023	03/22/2023	4.0		ISRDS
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/30/2022	08/30/2022	1.0		Quality Assurance Center
	Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/21/2022	4.0		Department of Health- Eastern Visayas Center for Health Development
	Agricultural Crops Production NC II	12/16/2019	02/18/2020	336.0		Godoy's Organic Land Diversification Farm School


(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 Skills (MS Excel, Word, PPT)		N/A		N/A

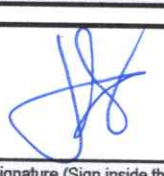

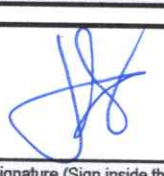

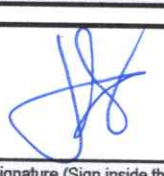

(Continue on separate sheet if necessary)

SIGNATURE



DATE

June 24, 2025

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)?	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?	If YES, give details: _____ 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?	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?	If YES, give details: <u>Finished Contract in Philippine Statistics Authority</u>													
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?	If YES, give details: _____ If YES, give details: _____													
39. Have you acquired the status of an immigrant or permanent resident of another country?	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?	If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>QUEEN-EVER Y. ATUPAN</td><td>VSU, Pangasugan Baybay City, Leyte</td><td>9955181566</td></tr><tr><td>DAHLIA R. ARPOCEPLE</td><td>VSU, Pangasugan Baybay City, Leyte</td><td>9455595603</td></tr><tr><td>JEREMIAS VESTRA</td><td>Brgy. Guadalupe, Baybay City, Leyte</td><td>9234118536</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	QUEEN-EVER Y. ATUPAN	VSU, Pangasugan Baybay City, Leyte	9955181566	DAHLIA R. ARPOCEPLE	VSU, Pangasugan Baybay City, Leyte	9455595603	JEREMIAS VESTRA	Brgy. Guadalupe, Baybay City, Leyte	9234118536
NAME	ADDRESS	TEL. NO.												
QUEEN-EVER Y. ATUPAN	VSU, Pangasugan Baybay City, Leyte	9955181566												
DAHLIA R. ARPOCEPLE	VSU, Pangasugan Baybay City, Leyte	9455595603												
JEREMIAS VESTRA	Brgy. Guadalupe, Baybay City, Leyte	9234118536												
42. _____														
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"> Signature (Sign inside the box) June 24, 2025 Date Accomplished</td><td rowspan="4"> Right Thumbmark</td></tr><tr><td>Government Issued ID: Driver's License</td></tr><tr><td>ID/License/Passport No.: H12-21-000438</td></tr><tr><td>Date/Place of Issuance: 03/12/2021 - Baybay City, Leyte</td></tr></table>			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) June 24, 2025 Date Accomplished	 Right Thumbmark	Government Issued ID: Driver's License	ID/License/Passport No.: H12-21-000438	Date/Place of Issuance: 03/12/2021 - Baybay City, Leyte						
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) June 24, 2025 Date Accomplished	 Right Thumbmark												
Government Issued ID: Driver's License														
ID/License/Passport No.: H12-21-000438														
Date/Place of Issuance: 03/12/2021 - Baybay City, Leyte														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<table><tr><td>_____</td></tr><tr><td>Person Administering Oath</td></tr></table>			_____	Person Administering Oath										

Person Administering Oath														