

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. | <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 | ORMOC CITY | | |
| 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 | 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)

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| SIGNATURE | | DATE | |
|-----------|--|------|--|

| 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 | |
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| 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 |
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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 | | |
| | N/A | N/A | N/A | N/A | N/A |
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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 | | | |
| | Enhancing E-learning through the use of OBS Studio and Excel OM/QM Application | 5/31/2021 | 5/31/2021 | 8 | Technical | VSU-Department of Business and Management |
| | cal Analysis using IB SPSS Software for Management and Economic Research with the topic on Data Management | 04/12/2021 | 04/12/2021 | 3 | Technical | ViSERDAC |
| | Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference | 03/15/2021 | 03/16/2021 | 16 | Technical | Visayas State University |
| | VSY 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 |
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| (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 |
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| (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 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><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 specivf ID No: _____</div></div> | | | | | | | |
| 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 | | | | | | | | | |
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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> <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 | <div></div> <div>Signature (Sign inside the box)</div> <div></div> <div>Date Accomplished</div> | |
| Government Issued ID: | DRIVER'S LICENSE | | | | | | | | |
| ID/License/Passport No.: | HO3-17-001982 | | | | | | | | |
| Date/Place of Issuance: | ORMOC CITY | | | | | | | | |
| | | <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></div> <div>Person Administering Oath</div> | | | | | | | | | |