

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	CUEVAS		
FIRST NAME	HAIDE	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	BAGARINAO		
3. DATE OF BIRTH (mm/dd/yyyy)	7/10/1983	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.59	House/Block/Lot No.	Street
8. WEIGHT (kg)	58	PUROK ORCHIDS	MARCOS
9. BLOOD TYPE	O+	Subdivision/Village	Barangay
10. GSIS ID NO.	NA	BAYBAY CITY	LEYTE
11. PAG-IBIG ID NO.	1212-0219-5153	City/Municipality	Province
12. PHILHEALTH NO.	13-025278101-4	ZIP CODE	6521
13. SSS NO.	33-7921508-6	18. PERMANENT ADDRESS	
14. TIN NO.	482-445-147	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	NA	PUROK ORCHIDS	MARCOS
		Subdivision/Village	Barangay
		BAYBAY CITY	LEYTE
		City/Municipality	Province
		ZIP CODE	6521
		19. TELEPHONE NO.	NA
		20. MOBILE NO.	09161576758
		21. E-MAIL ADDRESS (if any)	haide.cuevas@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	CUEVAS		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MELCENCIO	NAME EXTENSION (JR., SR) JR.	MELECENT JUI B. CUEVAS	6/25/2013
MIDDLE NAME	ORENDAIN			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	BAGARINAO			
FIRST NAME	CARLOS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SORIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MILLOZA			
FIRST NAME	MARGARITA			
MIDDLE NAME	CAYUNDA			

(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	SAN AGUSTIN ELEMENTARY SCHOOL	ELEMENTARY	1991	1996	GRADUATE	1996	5th Honor
SECONDARY	BUNGA NATIONAL HIGHSCHOOL	SECONDARY	1996	2000	GRADUATE	2000	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR IN ANIMAL SCIENCE	2009	2012	GRADUATE	Oct-12	NA
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

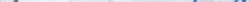
(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 20, 2022
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	
		May 20, 2022	

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6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street PUROK ORCHIDS MARCOS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
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13. SSS NO.	33-7921508-6	19. TELEPHONE NO.	NA
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EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
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SURNAME	MILLOZA			
FIRST NAME	MARGARITA			
MIDDLE NAME	CAYUNDA			

(Continue on separate sheet if necessary)

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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			
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SECONDARY	BUNGA NATIONAL HIGHSCHOOL	SECONDARY	1996	2000	GRADUATE	2000	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR IN ANIMAL SCIENCE	2009	2012	GRADUATE	Oct-12	NA
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE

DATE

May 20, 2022

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE _____

DATE _____

May 20, 2022

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		
	NA				

(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			
	ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	4		OP-VSU
	Orientation Webinar on Employees' Duties and Responsibilities and Good Customer Service for Clerks, dDRCs and Utility Workers	09/23/2021	09/23/2021	4		OP-VSU
	Orientation and Re-Cascading of Documents and Records Control Procedure Manual (PM) and Guideline (GL)	09/20/2021	09/20/2021	3.50		ODQA-VSU
	Orientation and Re-Orientation of Academic Advisers, Department Enrollment Focal Persons and College Hotline Agents	07/29/2021	07/29/2021	2		OVPA-VSU
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8		VSU
	Webinar presentation on "Document Tracking System"	11/13/2020	11/13/2020	3		VSU
	Orientation Workshop among JO clerks & Laboratory Technicians	01/15/2019	01/15/2019	4		VSU
	ISO Documentation Training	01/16/2019	01/17/2019	12		VSU
	Orientation on the PRIME-HRM of the Civil Service Commission	07/12/2018	07/12/2018	8		ODAHRD-VSU
	ISO 9001:2015 Orientation	05/03/2018	05/03/2018	8		VSU
	Conference Among Department Based HRMPs on Personnel related Policies/Documents/Requirements	11/11/2017	11/11/2017	8		ODAHRD-VSU
	Orientation Seminar of Basic Customer Service and Work values	11/05/2017	11/05/2017	8		ODAHRD-VSU
	Orientation on Preparation of Documents for the Internal Audit	07/26/2017	07/26/2017	8		VSU
	Records Management Training	07/06/2017	07/07/2017	16		VSU
	Full Awareness Training Course ISO 9001:2015	01/26/2017	01/27/2017	16		VSU

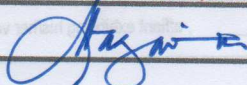
(Continue on separate sheet if necessary)

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 (Microsoft)		NA		NA
	Typing				
	Planting				
	Scrapbooking				

(Continue on separate sheet if necessary)

SIGNATURE



DATE

May 20, 2022

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)?

☐ YES ☒ NO
☐ YES ☒ NO
If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO
If YES, give details:

- b. Have you been criminally charged before any court?

☐ YES ☒ NO
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?

☐ YES ☒ NO
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?

☒ YES ☐ NO
If YES, give details:
End of term in Manila _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☒ NO
If YES, give details: _____

- 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?

☐ YES ☒ NO
If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ NO
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?

☐ YES ☒ NO
If YES, please specify: _____

- b. Are you a person with disability?

☐ YES ☒ NO
If YES, please specify ID No: _____

- c. Are you a solo parent?

☒ YES ☐ NO
If YES, please specify ID No: 514

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. JANNET C. BENCURE	VSU-CET	(053) 565-0600 local 1084
PROF. FLORENTINO F. MORALES, JR.	VSU-DGE	(053) 565-0600 local 1027
ENGR. GLADYS G. DOYDORA	VSU-DCE	(053) 565-0600 local 1020

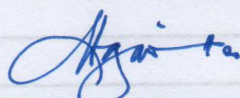
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PhilHealth

ID/License/Passport No.: 13-025278101-4

Date/Place of Issuance: Baybay City



Signature (Sign inside the box)

May 20, 2021
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath