

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	ESCUADRA		NAME EXTENSION (JR., SR)	N/A
FIRST NAME	JAMES			
MIDDLE NAME	BALBARINO			
3. DATE OF BIRTH (mm/dd/yyyy)	9/7/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	R. MAGSAYSAY AVE. Street ZONE 22 Barangay BAYBAY City/Municipality Province 5521	
7. HEIGHT (m)	1.55	ZIP CODE		
8. WEIGHT (kg)	64	18. PERMANENT ADDRESS	R. MAGSAYSAY AVE. Street ZONE 22 Barangay BAYBAY City/Municipality Province 5521	
9. BLOOD TYPE	A+	ZIP CODE		
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A	
11. PAG-IBIG ID NO.	917-6629-5757	20. MOBILE NO.	+63 963 376 3308	
12. PHILHEALTH NO.	13-025417841-2	21. E-MAIL ADDRESS (if any)	james_escuadra@vsu.edu.ph	
13. SSS NO.	N/A			
14. TIN NO.	330 673 263 000			
15. AGENCY EMPLOYEE NO.	N/A			

II. FAMILY BACKGROUND

22.	BUG-ATAN	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARJORIE	N/A	N/A
MIDDLE NAME	BUQUIRAN		
OCCUPATION	INSTRUCTOR		
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		
BUSINESS ADDRESS	BRGY. PANGASUGAN, BAYBAY CITY, LEYTE		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	ESCUADRA		
FIRST NAME	RENANTE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	TANO		
25. MOTHER'S MAIDEN NAME	BALBARINO		
SURNAME	ESCUADRA		
FIRST NAME	VIOLETA		
MIDDLE NAME	CAAGAY		

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	CARLOS P. GARCIA ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	GRADUATED	2008	WITH HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2008	2012	GRADUATED	2012	N/A
VOCATIONAL /	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	2012	2014	2ND YEAR	N/A	N/A
	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	2018	N/A	ON-GOING (58 UNITS)	N/A	N/A

SIGNATURE	DATE	February 20, 2023
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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	NUMBER	Date of Validity
	CAREER SERVICE ELIGIBILITY (PROFESSIONAL)	80.73	8/4/2019	MAASIN CITY, LEYTE	N/A	N/A
	NATIONAL CERTIFICATE II (COOKERY)	N/A	8/16/2019	BAYBAY CITY, LEYTE	19083702013392	6/19/2024
	CAREER SERVICE ELIGIBILITY (SUB PROFESSIONAL)	82.04	10/23/2016	MAASIN CITY, LEYTE	N/A	N/A

(Continue on separate sheet if necessary)

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(Continue on separate sheet if necessary)

DATE _____

February 20, 2023

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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 (month/year)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A

(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 (month/year)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Practices and Trends in ICT Management and Operations	11/14/2022	11/16/2022	6.0	Technical	Department of Information and Computer Technology
Critical Thinking Skills in the Age of Misinformation	11/25/2022	11/26/2022	6.0	Technical	Department of Information and Computer Technology
The Bits and Bytes of Computer Networking	7/25/2022	8/25/2022	240.0	Technical	Department of Information and Computer Technology and Coursera
Technical Support Fundamentals	4/10/2022	5/10/22	240.0	Technical	Department of Information and Computer Technology and Coursera
Netiquettes: Code of Good Behavior	4/8/2022	4/8/2022	3.0	Technical	Department of Information and Computer Technology
Digital Literacy	4/4/2022	4/8/2022	15.0	Technical	Department of Information and Computer Technology
Administrative Excellence - Advancement and Preparedness of Future Administrative Professional	4/4/2022	4/4/2022	3.0	Technical	Cavite State University
Customer Service Fundamentals	3/23/2022	4/23/2022	240.0	Technical	Department of Information and Computer Technology and Coursera
Time Management for Personal and Professional Productivity	3/14/2022	4/14/2022	240	Technical	Department of Information and Computer Technology and Coursera
Cybersecurity 101	10/27/2021	10/27/2021	6.0	Technical	Department of Information and Computer Technology
Boost Your Productivity with Google Workspace	10/25/2021	10/26/2021	6.0	Technical	Department of Information and Computer Technology
Digital Governance and Management Training	10/19/2021	10/22/2021	12.0	Technical	Department of Information and Computer Technology
Webinar on Ultimate Customer Service	10/12/2021	10/12/2021	3.0	Technical	Department of Trade and Industry
Public Speaking and Good Manners	9/24/2021	9/24/2021	3.0	Technical	Department of Information and Computer Technology
ICT Specialized Course Training for Non-Teaching School Staff	9/23/2021	9/24/2021	3.0	Technical	Department of Information and Computer Technology
Foundations of Computer Emergency Response Team (CERT)	9/16/2021	9/17/2021	3.0	Technical	Department of Information and Computer Technology
Building a Cybersecurity Framework Towards a Secured Organization	9/2/2021	9/2/2021	3.0	Technical	Department of Information and Computer Technology
Computer Hardware and Systems Servicing	8/23/2021	8/24/2021	6.0	Technical	Department of Information and Computer Technology
Foundations of Computer Response Team	6/29/2021	6/30/2021	6.0	Technical	Department of Information and Computer Technology
ICT Project Management	6/21/2022	6/25/2021	15.0	Technical	Department of Information and Computer Technology
Cybersecurity Competency Framework	5/1/2021	6/11/2021	15.0	Technical	Department of Information and Computer Technology
Basic and Advanced Office 365 Productivity Tools	5/1/2021	6/5/2021	15.0	Technical	Department of Information and Computer Technology
Data Privacy and Protection Training	5/2/2021	6/3/2021	6.0	Technical	Department of Information and Computer Technology
Digital Transformation Technologies Training	4/12/2021	4/16/2021	15.0	Technical	Department of Information and Computer Technology
Gender Sensitivity in the Workplace	3/26/2021	3/26/2021	3.0	Technical	National Historical Commission of the Philippines
Cybersecurity Awareness and Data Privacy	2/5/2021	2/5/2021	6.0	Technical	Department of Information and Computer Technology
The Basics of Records Management and Records Control	1/27/2021	1/27/2021	6.0	Technical	Department of Science and Technology

(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)
PROFICIENT IN MICROSOFT OFFICE APPLICATIONS	N/A	N/A
BASICS IN COMPUTER TROUBLESHOOTING		
INTERMEDIATE IN STRINGED AND PERCUSSION INSTRUMENTS		
DRIVING		
SIGNATURE		DATE
		February 28, 2023

(Continue on separate sheet if necessary)

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

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

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?

☐ YES ☒ NO
If YES, give details: _____
☐ 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?
b. Are you a person with disability?
c. Are you a solo parent?

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

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

NAME	ADDRESS	TEL. NO.
NANCY V. DUMAGUING	VISCA, BAYBAY CITY, LEYTE	09268014558
VENICE B. IBANEZ	BRGY. GABAS, BAYBAY CITY, LEYTE	09356585386
MAGNOLIA C. LAO	VISCA, BAYBAY CITY, LEYTE	09271275883

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 (e.g. Passport, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: 3857-1079-3269-4509

ID/License/Passport No.: PHILIPPINE IDENTIFICATION CARD

Date/Place of Issuance: BAYBAY CITY, LEYTE

Signature (Sign inside the box)
February 20, 2023
Date Accomplished



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

Person Administering Oath