

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	Lor		
FIRST NAME	Letty Jean	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Cayanong		
3. DATE OF BIRTH (mm/dd/yyyy)	09/20/1992	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	Brgy. Pangasugan, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" 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	Purok 4 Purok 4 House/Block/Lot No. Street Purok 4 Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.50	18. PERMANENT ADDRESS	Purok 4 Purok 4 House/Block/Lot No. Street Purok 4 Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	70.00		
9. BLOOD TYPE	B+	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	905-094-0216
11. PAG-IBIG ID NO.	121203528560	21. E-MAIL ADDRESS (if any)	lettyjean.lor@vsu.edu.ph
12. PHILHEALTH NO.	130251564966		
13. SSS NO.	0637052654		
14. TIN NO.	706221028		
15. AGENCY EMPLOYEE NO.	V01066		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Lor		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Michael	NAME EXTENSION (JR., SR)	Mikhael Rovstin Niklauz C. Lor	08/22/2013
MIDDLE NAME	Omillon		Michael Nikulaz C. Lor	01/26/2016
OCCUPATION	Account Developer / Collector			
EMPLOYER/BUSINESS NAME	Transcycle Baybay City Branch			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	Cayanong			
FIRST NAME	Jaime	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Bation			
25. MOTHER'S MAIDEN NAME	Angelita B. Argallon			
SURNAME	Cayanong			
FIRST NAME	Angelita			
MIDDLE NAME	Argallon		(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 South Central School	Elementary	1998	2005		2005	VALEDICTORIAN
SECONDARY	Visayas State University Laboratory High School	High School	2005	2009		2009	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	BS in Environmental Management	2009	2013		2013	N/A
GRADUATE STUDIES	Visayas State University	MS in Development Sociology	2014	2024		2024	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	02/13/2025

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
	Career Service Professional	81.65	03/12/2017	Tacloban City	N/A	N/A

(Continue on separate sheet if necessary)


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						
01/01/2025	PRESENT	Administrative Aide VI	Visayas State University	18,957.00	6-1	Permanent	Y
07/01/2024		Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
07/01/2024		Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
01/01/2024		Administrative Aide IV	Visayas State University	16,209.00	4-1	Permanent	Y
01/01/2023		Administrative Aide IV	Visayas State University	15,586.00	4-1	Permanent	Y
03/21/2022		Administrative Aide IV	Visayas State University	15,586.00	4-1	Permanent	Y
03/01/2022		Administrative Aide IV	Visayas State University	14,993.00	4-1	Permanent	Y
01/01/2022		Administrative Aide III	Visayas State University	14,125.00	3-1	Permanent	Y
04/16/2021		Administrative Aide III	Visayas State University	13,572.00	3-1	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
01/01/2021	06/30/2021	Administrative Aide III	Visayas State University	13,019.00	3-1	Casual	Y
01/01/2020	12/31/2020	Administrative Aide III	Visayas State University	13,019.00	3-1	Casual	Y
01/01/2019	12/31/2019	Administrative Aide III	Visayas State University	566.64	-	Casual	Y
09/16/2018	12/31/2018	Administrative Aide III	Visayas State University	541.54	-	Casual	Y
03/16/2018	09/15/2018	Administrative Aide III	Visayas State University	541.54	-	Casual	Y
01/01/2014	03/15/2018	Science Research Assistant	Visayas State University	8,200.00	-	Job Order	N
10/01/2013	12/31/2013	Science Research Aide	Visayas State University	6,600.00	-	Job Order	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/13/2025
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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			
	Baybay Dairy Cooperative Visayas State University	03/22/2018	03/23/2018	6	Facilitator for the conduct of Gender Sensitivity Training	
	Guadalupe Consumers Cooperative Brgy. Guadalupe, Baybay City, Leyte	03/14/2017	03/15/2017	6	Facilitator for the conduct of Gender Sensitivity Training	
	Alyansa Tigil Mina (ATM) Region VIII	09/30/2014	09/30/2024	40	Event facilitator for events in VSU	
(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			
	RDC VIII Orientation on Mainstreaming GAD in Proposed PPAs of Agencies and SUCs	02/6/2025	02/6/2025	3	Technical	Regional Development Council VIII
	Basic Course Training on the RA 9184 and Its Revised IRR Act of 2016	11/26/2024	11/28/2024	24	Supervisory Technical	Visayas State University
	WSAP Internation Conference 2024: BPFA+30 and Beyond, Looking Back and Moving Forward (Paper Presenter)	11/13/2024	11/15/2024	24	Technical	Women and Gender Studies Association of the Philippines (WSAP)
	PCW GAD Webinar 7 titled "A Process Untold: Understanding Gender Statistics and GAD Database"	10/23/2024	10/23/2024	8	Technical	Philippine Commission on Women
	10th Annual National Gender and Development (GAD) Conference for Advocators in Education and Industries with the Theme: "Capability Enhancement on GAD Planning And Budgeting and Research Summit for A Responsive and Genuine Institutional Transformation"	10/09/2024	10/11/2024	32	Technical	Philippine Association of GAD Advocators in Education and Industries Inc. (PAGDAEII)
	GAD Plan and Budget Training for the Visayas Cluster	10/24/2024	10/25/2024	8	Technical	Commission on Higher Education
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	07/29/2024	07/29/2024	8	Technical	Visayas State University
	Gender Sensitivity Training	04/12/2024	04/12/2024	8	Technical	Visayas State University
	Orientation of Guidelines of the Procedures and Processes/Services under the Administrative Services Office	02/23/2024	02/23/2024	4	Supervisory Technical	Visayas State University
	Asian Universities Digital Resource Network (AUDRN) - International Research Conference on Local Knowledge 2024 with the theme "Digital Technology & Local Knowledge: Empowering Education in the Age of Artificial Intelligence"	02/1/2024	02/2/2024	16	Technical	Asian University Digital Resource Network (AUDRN)
	Levelling Session for the Potential Members of the National and Regional and National GAD Resource Pool	10/25/2023	10/27/2023	24	Technical	Philippine Commission on Women
	HIV Peer Educators Training	01/19/2022	01/20/2022	16	Supervisory Technical	Visayas State University
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Regional Assembly of Gender and Development of Focal Point Systems	03/28/2022	03/28/2022	8	Supervisory Technical	Commission on Higher Education
	Women Inspiring Women Forum	03/07/2022	03/07/2022	4	Technical	Visayas State University
	webinar on the RA 11313 – Safe Spaces Act in observance of the 18–Day Campaign to End Violence Against Women	12/08/2021	12/08/2021	4	Supervisory Technical	Visayas State University
	Reimagining the Filipino Democracy	09/1/2021	09/1/2021	4	Supervisory Technical	Visayas State University
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4	Supervisory Technical	Visayas State University
(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)		
	Creative Writing	Certified as member of Eastern Visayas GAD Resource Pool Batch 1		Women and Gender Studies Association of the Philippines		
	Good command in planning & organizing job	Auditor - University Supreme Student Council		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)		
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills	President - College of Forestry and Natural Resources Supreme Student Council		Eastern Visayas Association of GAD Focal Persons		
	Travelling and Visiting/Understanding different places and cultures			Gamma Sigma Confraternity		
	Gender Mainstreaming					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	02/13/2025	

<div>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>		<div><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></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<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>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<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><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Louella C. Ampac</td><td>Visayas State University</td><td></td></tr><tr><td>Lilian B. Nunez</td><td>Gabas, Baybay City, Leyte</td><td>565-0600loc1049</td></tr><tr><td>Maria Aurora Teresita W. Tabada</td><td>VSU, Baybay City, Leyte</td><td>565-0600loc1049</td></tr></table>			NAME	ADDRESS	TEL. NO.	Louella C. Ampac	Visayas State University		Lilian B. Nunez	Gabas, Baybay City, Leyte	565-0600loc1049	Maria Aurora Teresita W. Tabada	VSU, Baybay City, Leyte	565-0600loc1049
NAME	ADDRESS	TEL. NO.												
Louella C. Ampac	Visayas State University													
Lilian B. Nunez	Gabas, Baybay City, Leyte	565-0600loc1049												
Maria Aurora Teresita W. Tabada	VSU, Baybay City, Leyte	565-0600loc1049												
<div>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>		<div></div>												
<div><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: N/A</div><div>ID/License/Passport No.: N/A</div><div>Date/Place of Issuance: N/A</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>02/13/2025</div><div>Date Accomplished</div></div>	<div><div></div><div>Right Thumbmark</div></div>												
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>														

ADDITIONAL.

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			
	Women's Reproductive Health: Breast Cancer and Gynecological Cancers	10/7/2021	10/7/2021	4	Technical	VSU-USHER
	Basic GAD Concepts, GA Tools and Local GAD Planning and Budgeting for RGADC VIII LGUs	06/16/2021	06/18/2021	24	Managerial, Supervisory, Technical	RDC VIII, PCW
	Webinar on Gender, Climate and Disaster Resilience	3/1/2021	3/1/2021	4	Technical	Ateneo de Manila
	Women on the Go! Tipping the Hidden Gender Data Gap in Transport	1/26.2021	1/26.2021	4	Technical	UP Tacloban
	Webinar on Behind the Scenes: Strengthening Support Mechanisms for Councils and Inter-agency bodies in Region VIII	09/23/2020	09/23/2020	4	Technical	
	Introduction to GAD Concepts and SOGIESC Webinar	9/1/2020	9/1/2020	8	Technical	RDC PCW
	Training on Purchase Request Module and SPPMIS	8/28/2020	8/28/2020	8	Managerial, Supervisory, Technical	VSU
	Webinar on Flourishing through Adversity: How can stress and emotional experiences makes us stronger	8/19/2020	8/19/2020	4	Technical	
	Gender Sensitivity and ASH Orientation	1/20/2020	1/20/2020	8	Technical	CHED 8 CME-DHTM
	Gender Sensitivity and ASH Orientation	11/29/2019	11/29/2019	8	Technical	CME-DBM
	Leveling Session on Basic GAD Concepts, GA, and GA Tools, and GAD Planning and Budgeting	8/28/2019	8/30/2019	24	Managerial, Supervisory, Technical	Philippine Commission on Women
	Gender Sensitivity and ASH Orientation	8/13/2019	8/13/2019	8	Technical	VSU Isabel
	Gender Sensitivity and ASH Orientation	1/9/2019	1/9/2019	8	Technical	CME-DBM
	Seminar on the Proper Handling of Sexual Harassment in Campus	12/13/2018	10/14/2018	16	Managerial, Supervisory, Technical	VSU
	Gender Sensitivity and ASH Seminar	12/10/2018	12/10/2018	8	Technical	VSU Tolosa
	Gender Sensitivity Seminar-Workshop	12/6/2018	12/6/2018	8	Technical	VSU Alangalang
	Asian Association of Agricultural Colleges and Universities (AAACU) Biennial Conference	10/16/2018	10/18/2018	24	Technical	
	Forum on Campus-Based Gender-Related Issues	10/8/2018	10/8/2018	8	Managerial, Supervisory, Technical	AACCU CHED 8
	GST for Administrative and Support Staff of VSU	09/11/2018	09/11/2018	8	Technical	VSU
	10th National Conference of Womens and Gender Studies Association of the Philippines	8/22/2018	8/23/2018	16	Technical	Womens and Gender Studies Association of the Philippines
	Forum on Social Capital as a Determinant of Civic Engagement: A Cross-Cultural Analysis	7/27/2018	7/27/2018	8	Technical	
	Gender Sensitivity Trainers Training for the Academe	7/9/18	7/10/2018	16	Technical	ISRDS Visayas State University
	Workshop in Integrating Gender in Research and Extension Programs	3/14/2018	3/14/2019	8	Managerial, Supervisory, Technical	Visayas State University
	National Conference on GAD- "GAD in the Workplace: Promoting Gender, Equality, Working for Women's Empowerment	3/8/2018	3/9/2018	16	Technical	University of Eastern Philippines; CHED; Quest Training Center
	Gender Mainstreaming and Monitoring System Orientation	2/27/2018	2/27/2019	8	Technical	Visayas State University; EVAGAD
	Gender Sensitivity Training ++ for the VSU GFPS-TWG Members at Montebello Villa Hotel, Cebu City, Philippines	11/13/2017	11/15/2017	24	Managerial, Supervisory, Technical	Visayas State University
	Project Operational Planning Workshop for the Formulation of the Tender Documents for the Leyte Ecological Industrial Zone Master Plan at ISRDS, VSU	10/24/2017	10/25/2017	16	Technical	LEIZ Project
	Workshop in Preparation for Level 1 AACCUP Accreditation	10/5/2017	10/6/2017	16	Technical	VSU
	Gender Sensitivity Training and Anti- Sexual Harassment Orientation	9/15/2017	9/15/2017	8	Technical	Visayas State University - Tolosa Campus
	Inclusive Local Development: What Role for Sustainable Energy and Industrial Policy Conference at ISRDS Training Room, VSU	8/10/2017	8/10/2017	8	Technical	FES
	Conference on Strengthening LGU- Academe-Industry Partnerships	8/9/2017	8/9/2017	8	Technical	Visayas State University
	Radio Program "Campus Talk" – Gender and Development Issues in VSU	3/7/2017	3/7/2017	4	Technical	Visayas State University