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 **GUCELA** NAME EXTENSION (JR., SR) FIRST NAME ARNEL MIDDLE NAME **POLIQUIT** 3. DATE OF BIRTH 16. CITIZENSHIP ✓ Filipino ☐ Dual Citizenship (mm/dd/yyyy) by birth ■ by naturalization 4. PLACE OF BIRTH 5. SEX ✓ Male Female √ Single Zone 4 Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS Widowed Separated Patag Other/s: Subdivision/Village Baybay Leyte 1.6764 m 7. HEIGHT (m) City/Municipalit 68.1 kg 8. WEIGHT (kg) ZIP CODE 18. PERMANENT ADDRESS Zone 4 9. BLOOD TYPE 0 Patag 10. GSIS ID NO. 80071000498 Subdivision/Village Leyte 11. PAG-IBIG ID NO. 1700-0028-7786 City/Municipality Province 13-000061943-5 6521 ZIP CODE 12 PHILHFALTH NO 13. SSS NO. 19. TELEPHONE NO. N/A 14. TIN NO. 925-731-944 09557187352 V-000610 rnlpg99@gmail.com 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) II. FAMILY BACKGROUND 22. SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME BUSINESS ADDRESS TELEPHONE NO **GUCELA** NAME EXTENSION (JR., SR) **EUTIQUIO** FIRST NAME MIDDLE NAME ALMONITE 25. MOTHER'S MAIDEN NAME POLIQUIT (deceased) SURNAME **ELPEDIA** FIRST NAME MIDDLE NAME **GUMBA** (Continue on separate sheet if necessary) III. EDUCATIONAL BACKGROUND SCHOLARSHIP/ 26. PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL (Write in full) (Write in full) HONORS RECEIVED From To 1986 1992 **ELEMENTARY Gabas Elementary School** 1992 SECONDARY **Baybay National High School** 1992 1996 1996

| VOCATIONAL / TRADE COURSE | Hilongos National Vocational School | Electronics Technology | 1996 | 2000 | | 2000 | |
|---|-------------------------------------|------------------------|------|------|--|------|--|
| COLLEGE | | | | | | | |
| GRADUATE STUDIES | | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | | |
| SIGNATURE | | | DA | TE | | | |

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| IV. CIVIL S | SERVICE ELIG | GIBILITY | | | | | | | |
|--|-----------------------------|--------------------------------|---------------------|--|------------------------------------|---------------|-------------------------------|--------------------|---------------------|
| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER | | | DATE OF | | | LICENSE (if a | pplicable) | | |
| | | | (If Applicable) | EXAMINATION / PLACE OF EXAMINATION / CONFERMENT CONFERMENT | | | RMENT | NUMBER | Date of Validity |
| TESDA Computer Hardware Servicing-NCII | | | | 28/02/2014 | STI-Maasin, Maasin City, So. Leyte | | | 140806020009 75 | 28/02/2014 |
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| | | | (Cor | ntinue on separate sheet | if necessary) | | | | |
| | EXPERIENCE vate emplovme | ent. Start from your recer | nt work) Descriptio | on of duties should | be indicated in the attach | ned Work Ex | perience she | et. | |
| | | POSITION T | | | ENCY / OFFICE / COMPANY | MONTHLY | SALARY/ JOB/ PAY GRADE (if | STATUS OF | GOV'T |
| | nm/dd/yyyy) To | | | | | | | | |
| 01/07/2000 | 31/12/2001 | Electronic Communica | | Levte St | ate University | 2500.00 | aronement. | Emergency | Y |
| 01/01/2002 | 31/12/2004 | Technici Computer Repair/LA | | | ate University | 4500.00 | | Contractual | Y |
| 01/01/2004 | 29/02/2016 | Administrative | | | State University | 10000.00 | | Casual | Y |
| 01/03/2016 | | Administrative | | | Station, Visayas State | | | | |
| 01/03/2010 | present | Aummstrative | : Alue vi | Ur | niversity | 15000.00 | | Permanent | Y |
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| VI. VOLUNTARY WORK OR INVOLVEMENT | IN CIVIC / NON-GOVERNMEN | I / PEOPLE / | VOLUNTARY | ORGANIZATI | ION/S | |
|--|------------------------------|--------------------------------------|--------------------|--------------------|--------------------|--|
| 29. NAME & ADDRESS OF C (Write in ful | | INCLUSIVE DATES (mm/dd/yyyy) From To | | | | POSITION / NATURE OF WORK |
| N/A | | N/A | N/A | N/A | N/A | |
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| | (Con | tinue on separate s | sheet if necessary |) | | |
| VII. LEARNING AND DEVELOPMENT (L&D (Start from the most recent L&D/training program and inclu | | | | nief/Executive/Man | agerial positions) | |
| 30. TITLE OF LEARNING AND DEVELOPMENT INTI | ERVENTIONS/TRAINING PROGRAMS | INCLUSIVE DATES OF ATTENDANCE | | | | CONDUCTED/ SPONSORED BY |
| | | | | | | |
| Macromedia Flash Training | | 04/09/2004 | 05/09/2004 | 16.0 | | CGM Mobile Training (MLC Hilongos) |
| Macromedia Dreamweaver MX Training | | 18/12/2004 | 19/12/2004 | 16.0 | | CGM Mobile Training (MLC Hilongos) |
| Vclass Learning Management System | | 04/07/2005 | 08/07/2005 | 40.0 | | DOST-ASTI (VSU) |
| Trainer's Training on HRIS | | 02/09/2008 | 04/09/2008 | 24.0 | | PCARRD, Los Baños, Laguna |
| Technical Training on VoIP/Asterisk IP PBX | | 25/09/2012 | 28/09/2012 | 32.0 | | DOST-ASTI, UP Diliman, Q.C |
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| | (Con | tinue on separate s | sheet if necessary |) | | |
| VIII. OTHER INFORMATION | | | | | | |
| 31. SPECIAL SKILLS and HOBBIES | | | | | | |
| Computer Repair Hardware and Software | Mod | del Skilled Wor | ker Award 201 | 1 | | Philippines Guardians Brotherhood Inc. (PGBI) |
| Computer Software Installation | | | | | | ADFA |
| LAN Installation | | | | | | Administrative Faculty Association |
| Wireless Network Installation | | | | | | |
| Light and Sounds Installation | | | | | | |
| Android/iOS Mobile Phone/Tablet Software/Hardware Repair | | | | | | |
| | | | | | | |
| CIONATURE | (Con | tinue on separate : | sheet if necessary | | ATE | |
| SIGNATURE | | | | D) | ATE | |

| 34. Are you related by consanguinity or affinity to the appochief of bureau or office or to the person who has immediate or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit) | |] NO] NO | | | |
|--|---|-----------------------------------|---|--|--|
| 35. a. Have you ever been found guilty of any administrative | ☐ 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 by any court or tribunal? | ☐ YES ☑ NO If YES, give details: | | | | |
| 37. Have you ever been separated from the service in any retirement, dropped from the rolls, dismissal, termination out (abolition) in the public or private sector? | ☐ YES ✓ NO If YES, give details: | | | | |
| a. Have you ever been a candidate in a national or local Barangay election)?b. Have you resigned from the government service dure election to promote/actively campaign for a national or | ☐ YES ☑ NO If YES, give details: ☐ YES ☑ NO If YES, give details: | | | | |
| 39. Have you acquired the status of an immigrant or perma | ☐ YES ☑ NO If YES, give details (country): | | | | |
| 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8 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 | | | | |
| 41. REFERENCES (Person not related by consanguinity or affinity to ap | plicant /appointee) | If YES, please specify I | D No: | | |
| NAME | ADDRESS | TEL. NO. | | | |
| Dominador G. Poliquit | Patag, Baybay City, Leyte | | ID picture taken within the last 6 months 3.5 cm. X 4.5 cm | | |
| Othello B. Capuno | VSU, Visca, Baybay City, Leyte | 563-7064 | (passport size) With full and handwritten name tag and signature over printed name | | |
| 42. I declare under oath that I have personally accomplete statement pursuant to the provisions of publication Philippines. I authorize the agency head/authorized I agree that any misrepresentation made in this administrative/criminal case/s against me. | ertinent laws, rules and regulations of the representative to verify/validate the content | Republic of the ts stated herein. | Computer generated or photocopied picture is not acceptable PHOTO | | |
| Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: V-000610 | | | | | |
| ID/License/Passport No.: | - Signature (Sign inside the I | | | | |
| Date/Place of Issuance: | 00X) | Right Thumbmark | | | |
| SUBSCRIBED AND SWORN to before me this | , affiant exhib | piting his/her validly issued | government ID as indicated above. | | |
| | Person Administering Oa | | | | |
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