

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	APAS		
FIRST NAME	GENALYN		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	MENDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	12/04/1992	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	BRGY. KANSUNGKA, BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street KANSUNGKA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	48		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street KANSUNGKA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121216630526		
12. PHILHEALTH NO.	12-051414065-6		
13. SSS NO.	05-1251960-7	19. TELEPHONE NO.	N/A
14. TIN NO.	717-770-885	20. MOBILE NO.	09513539477
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	genalynapas2017@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	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	APAS			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	GALADO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MENDEZ			
FIRST NAME	GINA			
MIDDLE NAME	NAPOLES			

(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	KANSUNGKA ELEMENTARY SCHOOL	N/A	1999	2005	GRADUATED	2005	VALEDICTORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	2005	2009	GRADUATED	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	BACHELOR OF SCIENCE IN AGRIBUSINESS	2009	2013	GRADUATED	2013	ACADEMIC SCHOLAR
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

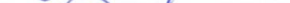
(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/23/2022
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	05/23/2022
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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

(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)

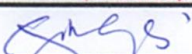
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	11/27/2020	11/27/2020	4	TECHNICAL	QUALITY ASSURANCE CENTER, VISAYAS STATE UNIVERSITY
	WEBINAR ON HOW TO ORGANIZE YOUR VSU EMAIL	11/20/2020	11/20/2020	2	TECHNICAL	WEBTEAM, VISAYAS STATE UNIVERSITY
	WEBINAR ON DOCUMENT TRACKING SYSTEM	11/13/2020	11/13/2020	8	TECHNICAL	HUMAN RESOURCE INFORMATION SYSTEM, VISAYAS STATE UNIVERSITY
	ORIENTATION OF THE NEW SUPPLY, PROCUREMENT, AND PROPERTY MANAGEMENT INFORMATION SYSTEM (SPPMIS)	05/26/2020	05/26/2020	8	TECHNICAL	HUMAN RESOURCE INFORMATION SYSTEM, VISAYAS STATE UNIVERSITY
	WORKSHOP ON THE UNIFORMITY OF THE UNIVERSITY'S SPECIFICATIONS AND PRICES OF GOODS & TRAINING FOR THE IMPLEMENTATION (PPMP & PR) OF THE SUPPLIES PROCUREMENT AND SUPPLIES MANAGEMENT INFORMATION SYSTEM	03/10/2020	03/10/2020	8	TECHNICAL	BIDS AND AWARDS COMMITTEE, VISAYAS STATE UNIVERSITY
	SEMINAR WORKSHOP ON RECORDS MATRIX AND NAP FORM-1 COMPLETION	12/13/2019	12/13/2019	8	TECHNICAL	QUALITY ASSURANCE CENTER, VISAYAS STATE UNIVERSITY
	WORKSHOP ON CORRECTIVE ACTION	09/16/2019	09/16/2019	4	TECHNICAL	QUALITY ASSURANCE CENTER, VISAYAS STATE UNIVERSITY
	ECHO-SEMINAR FOR ISO AWARENESS	07/16/2019	07/16/2019	4	TECHNICAL	DEPARTMENT OF PURE AND APPLIED CHEMISTRY, VISAYAS STATE UNIVERSITY
	WORKSHOP ON ONLINE ENROLMENT 2019	07/16/2019	07/16/2019	4	TECHNICAL	UNIVERSITY COMPUTER CENTER
	ISO 9001:2015 QMS ROLL-OUT ORIENTATION	04/11/2019	04/11/2019	4	TECHNICAL	QUALITY ASSURANCE CENTER, VISAYAS STATE UNIVERSITY
	ORIENTATION-WORKSHOP FOR JO WORKERS	01/15/2019	01/15/2019	8	TECHNICAL	OFFICE OF THE DIRECTOR OF ADMINISTRATION AND HUMAN RESOURCE DEVELOPMENT, VISAYAS STATE UNIVERSITY

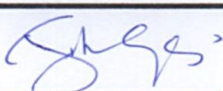
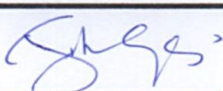
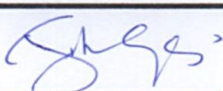


(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	TYPING		N/A		N/A
	READING				
	DRAWING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/23/2022
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Resignation from the last work attended in SUM Finance Services Corporation last March 31, 2018.</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MA. THERESA P. LORETO</td> <td>VSU, VISCA, BAYBAY CITY, LEYTE</td> <td>09056893008</td> </tr> <tr> <td>KYZA MAE M. RAMONEDA</td> <td>BRGY. STA CRUZ, BAYBAY CITY, LEYTE</td> <td>09614642430</td> </tr> <tr> <td>LOURD FRANZ M. GABUNADA</td> <td>VSU, VISCA, BAYBAY CITY, LEYTE</td> <td>563-0301</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MA. THERESA P. LORETO	VSU, VISCA, BAYBAY CITY, LEYTE	09056893008	KYZA MAE M. RAMONEDA	BRGY. STA CRUZ, BAYBAY CITY, LEYTE	09614642430	LOURD FRANZ M. GABUNADA	VSU, VISCA, BAYBAY CITY, LEYTE	563-0301
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: TIN</td> </tr> <tr> <td>ID/License/Passport No.: 717-770-885</td> </tr> <tr> <td>Date/Place of Issuance: CITY OF BAYBAY</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: TIN	ID/License/Passport No.: 717-770-885	Date/Place of Issuance: CITY OF BAYBAY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) 05/23/2022 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) 05/23/2022 Date Accomplished						
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center;">Person Administering Oath</p> </div> <div style="width: 45%; text-align: center;">   Right Thumbmark </div> </div>													