

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	GONZAGA		
FIRST NAME	SHEILA MARIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)	November 4, 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	MINGLANILLA CEBU CITY	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 type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 1 Street PATAG Barangay Subdivision/Village BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	152.4	ZIP CODE	6521
8. WEIGHT (kg)	53kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	Zone 1 Street PATAG Barangay Subdivision/Village BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	13-025618802-4		
13. SSS NO.	06-4717716-3	19. TELEPHONE NO.	
14. TIN NO.	723-333-749-0000	20. MOBILE NO.	09380380782
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	esemagaznog04@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)		
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME				
SURNAME	GONZAGA			
FIRST NAME	MA.TERESA			
MIDDLE NAME	JURISINA		<i>(Continue on separate sheet if necessary)</i>	

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	PATAG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	N/A	2008	WITH HONOR
SECONDARY	VSU-LHS	HIGHSCHOOL	2008	2012	N/A	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	NA	NA				N/A
COLLEGE	STO.NÑO COLLEGE ORMOC	Bachelor of Science in Criminology	2013	2017	N/A	2017	N/A
GRADUATE STUDIES	N/A	NA	N/A	N/A	N/A	N/A	N/A

SIGNATURE	DATE	12 NOV 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		
	KABATAAN KONTRA DROGA AT TERRORISMO (KK2DAT)	3/10/2020	11/30/2023	N/A	TREASURER

(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)

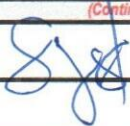
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	SEMINAR WORKSHOP ON BARANGAY DEVELOPMENT PLANNING	10/23/2018	10/25/2018	24.0		VISAYAS STATE UNIVERSITY
	YOUTH SUMMIT	11/15/19	11/15/19	8.0		NATIONAL POLICE COMMISSION, PNP-LEYTE POLICE PROVINCIAL OFFICE
	Kabataan Kontra Droga at Terorismo KKDAT	4/13/2019	4/13/2019	8.0		PNP BAYBAY
	PROTOCOLS IN INTELLIGENCE AND INVESTIGATION	9/12/2020	9/12/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	UNDERCOVER OPERATION AND BACKGROUND INVESTIGATION	9/19/2020	9/20/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	CRIMINAL LAW AND JURISPRUDENCE	9/26/2020	9/27/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	CRIMINAL INVESTIGATION AND DETECTION COURSE CLASS NO.12-2020	9/12/2020	11/28/2020	360.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	REVISED RULES ON CRIMINAL PROCEDURE AND EVIDENCE	10/3/2020	10/4/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	CRIME SCENE INVESTIGATION AND EVIDENCE PRESERVATION	10/17/2020	10/18/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	INTRODUCTION TO FRAUD AND MODUS OPERANDI OF CRIMINAL GANGS	10/24/2020	10/25/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	TERRORISM AND ORGANIZED CRIME INVESTIGATION	11/17/2020	11/18/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	COGNITIVE INTERVIEWING TECHNIQUE	11/14/2020	11/15/2020	16.0		CRIMINAL INVESTIGATION AND FORENSIC SCIENCE ACADEMY
	16th Batch of the PNP Initiated Recovery and Wellness Program for the Persons who used drugs	5/18/21	5/18/21	8.0		PNP Baybay
	Regional Youth Leaders for Peace Summit	12/12/2021	12/15/2021	36.0		YOUTH of Region 8
	ONLINE TRAINING ON THE HANDBOOK ON THE FINANCIAL TRANSACTIONS OF THE SK	11/25/2021	3/12/2021	48.0		COMMISSION ON AUDIT REGIONAL OFFICE
	ASEAN YOUTH CLIMATE ACTION AND DISASTER RESILIENCE	10/24/22	10/26/22	24.0		LGU BAYBAY
	SEMINAR & WORKSHOP ON FULL DISCLOSURE AND TRANSITION CONVERGENCE CUM FORMULATION OF THE LOCAL YOUTH DEVELOPMENT PLAN AND COMPREHENSIVE BARANGAY YOUTH DEVELOPMENT PLAN AND ANCHORED IN THE REVISED IMPLEMENTING RULES AND REGULATION OF R.A 10742	10/16/23	10/18/23	24.0		LGU BAYBAY
	MARITIME SECURITY AWARENESS TRAINING FOR PORT PERSONNEL WITH DESIGNATED SECURITY DUTIES	2/22/2024	2/22/2024	8.0		Philippine Port Authority
	ORIENTATION ON FINANCIAL MANAGEMENT TRANSACTION IN VSU	3/13/25	3/13/25	8.0		VISAYAS STATE UNIVERSITY
	FORESTING PSYCHOLOGICAL SAFETY IN THE WORKSPACE	4/30/2025	4/30/2025	8.0		VISAYAS STATE UNIVERSITY
	Reorientation Seminar on the Ease of Doing Business Act, Data Privacy Act of 2012, and Privacy Impact Assessment for Visayas State University Personnel	6/10/2025	6/10/2025	8.0		VISAYAS STATE UNIVERSITY
	"ISO 9001: 2015 AWARENESS AND RE-AWARENESS WEBINAR"	9/5/2025	9/5/2025	4.0		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)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	PROFICIENT IN MS OFFICE		N/A	
	GOOD INTERPERSONAL SKILLS			
	WATCHING MOVIES/COOKING SHOW			
	LISTENING TO MUSIC			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12 NOV 2025
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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: _____

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.
DR. MARK MICHAEL O. UNLU-CAY-FORMER SK FEDERATION PRESIDENT	Brgy. Bubon, Baybay City, Leyte	9684130270
Dr. CHERRY N. ROLA-DEPT.HEAD, DALL	Brgy. Guadalupe, Baybay City, Leyte	96030608852
Dr. MARIA VANESSA E. GABUNADA-DEAN, FHSS	Visca, Baybay City Leyte	9473941890

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.

ID picture taken within the last 6 months
 3.5 cm. X 4.5 cm
 (passport size)

With full and handwritten name tag and signature over printed name

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: PRC

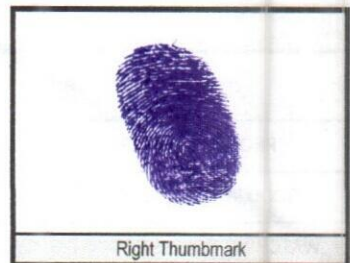
ID/License/Passport No.: 0153940

Date/Place of Issuance: 02/01/2018



Signature (Sign inside the box)

 Date Accomplished



SUBSCRIBED AND SWORN to before me this 12 NOV 2025, affiant exhibiting his/her validly issued government ID as indicated above.


 ATTY. KAREN ABEGAIL S. MONTERO
 VSU Director, Legal Affairs and Services

Person Administering Oath