

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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	AVILA			
FIRST NAME	MA. TRECIA MAE		NAME EXTENSION (JR., SR)	
MIDDLE NAME	PARUNGAO			
3. DATE OF BIRTH (mm/dd/yyyy)	3/1/1997	16. CITIZENSHIP	FILIPINO	
4. PLACE OF BIRTH	MAKINHAS, BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:	
5. SEX	FEMALE			
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.55	ZIP CODE	House/Block/Lot No. Street	
8. WEIGHT (kg)	49		Subdivision/Village MAKINHAS Barangay	
9. BLOOD TYPE	O+		BAYBAY CITY LEYTE Province	
10. GSIS ID NO.	NONE	18. PERMANENT ADDRESS	House/Block/Lot No. Street	
11. PAG-BIG ID NO.	1212-1257-2890		Subdivision/Village MAKINHAS Barangay	
12. PHILHEALTH NO.	130253021250		BAYBAY CITY LEYTE Province	
13. SSS NO.	34-7165155-1	19. TELEPHONE NO.	6521	
14. TIN NO.	346258466-0000		NONE	
15. AGENCY EMPLOYEE NO.	NONE	20. MOBILE NO.	09109135247 (TNT)	
		21. E-MAIL ADDRESS (if any)	mae.avila@vysu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NONE	NONE		NONE
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	AVILA			
FIRST NAME	ELMER	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DIAZ			
25. MOTHER'S MADDEN NAME	PARUNGAO			
SURNAME	AVILA			
FIRST NAME	PATRICIA			
MIDDLE NAME	PARUNGAO			

(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	KAMBONGGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	6/2/2003	3/13/2009	NONE	2009	1ST HONORABLE MENTION
SECONDARY	MAKINHAS NATIONAL HIGH SCHOOL	HIGH SCHOOL	6/1/2009	03/19/2013	NONE	2013	NONE
VOCATIONAL / TRADE COURSE	COOKERY NC II	VOCATIONAL	8/23/2018	10/31/2018	NONE	2018	PESFA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION	6/3/2013	6/14/2017	NONE	2017	LGU
GRADUATE STUDIES	NONE	NONE	NONE	NONE	NONE	NONE	NONE

(Continue on separate sheet if necessary)

SIGNATURE	DATE	
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

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: xx-01)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	To						
01/14/2020	(Present)	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY (OFFICE OF THE PRESIDENT)	12174.80		JO	YES
10/14/2019	12/6/2019	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY (DEPARTMENT OF STATISTICS)	9659.36		JO	YES
10/20/2017	03/19/2018	OFFICE STAFF	LATONIO SANCHEZ & COMPANY	8418.00		PART-TIME	NO

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

MARCH 24, 2023

V. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
CAN DO MULTI-TASKING WORK.					
INTERPERSONAL SKILLS THAT ENABLE TO WORK WITH PEOPLE AT ALL LEVELS.					
PERSISTENT, FLEXIBLE AND HARD WORKING.					
KINESTHETICALLY ACTIVE.					
PROFICIENT AND LITERATE IN COMPUTER SOFTWARE AND APPLICATION.					
CAN WORK IMMEDIATELY.					

(Continue on separate sheet if necessary)

Chandra

MARCH 24, 2023

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)?		NO 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?		NO If YES, give details: _____ NO If YES, give details: _____ Status of Cases: _____	
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		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?		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?		NO If YES, give details: _____ NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?		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?		NO If YES, please specify: _____ NO If YES, please specify ID No: _____ NO If YES, please specify ID No: _____	

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.

Atty. Emery Joy T. Sanchez	Arcada 5 Bldg. Tipolo, Mandaue City, Cebu	9173223768

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 (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	PRC License
ID/License/Passport No.:	1736490
Date/Place of Issuance:	01-21-19 ORMOC CITY

Signature (Sign inside the box) MARIA R. J. 2023	
Date Accomplished	

Right Thumbmark	
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PHOTO

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

Person Administering Oath	
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