

## 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	Loreto		
FIRST NAME	Raffy Andrew		NAME EXTENSION (JR., SR) NONE
MIDDLE NAME	Garcia		
3. DATE OF BIRTH (mm/dd/yyyy)	12/11/1990	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	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Apt 89 Kilbourne St House/Block/Lot No. Street VSU Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.68	ZIP CODE	6521
8. WEIGHT (kg)	102		
9. BLOOD TYPE	Type O+	18. PERMANENT ADDRESS	Apt 89 Kilbourne St House/Block/Lot No. Street VSU Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	2004558999	ZIP CODE	6521
11. PAG-IBIG ID NO.	121088336270		
12. PHILHEALTH NO.	1210512105349	19. TELEPHONE NO.	
13. SSS NO.	063363988-0	20. MOBILE NO.	
14. TIN NO.	301-526-424-000	21. E-MAIL ADDRESS (if any)	
15. AGENCY EMPLOYEE NO.	V00847		

## 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
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Loreto			17/05/1958
FIRST NAME	Manolo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Bacusmo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Garcia			06/01/1960
FIRST NAME	Epifania			
MIDDLE NAME	Buenaventura		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	ELEMENTARY GRADUATE	1997	2003		2003	
SECONDARY	LSU LABORATORY HIGH SCHOOL	HIGH SCHOOL GRADUATE	2003	2007		2007	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	
COLLEGE	UNIVERSITY OF SAN CARLOS	BS IN ARCHITECTURE	2007	2012		2012	
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES - DILIMAN	MASTERS OF ARCHITECTURE	2016		36		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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#### 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
	MASTER PLUMBER	78.30%	Aug 9 & 10, 2013	CEBU, PHILIPPINES	6665	12/11/2019
	ARCHITECTURE/ARCHITECT	80.30%	Jun 13 & 15, 2014	MANILA, PHILIPPINES	33068	12/11/2020

(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.*

[illegible]

(Continue on separate sheet if necessary)

<i>SIGNATURE</i>		<i>DATE</i>	
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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			
	NONE				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			
	Rainwater Harvesting Design	01/24/2024		4.0	Technical	Upswing Learning Center
	Construction Project Management 101: Latest Trends & Best Practices for Managin Projects in 2023	03/05/2023		3.0	Technical	MST Connect Educational Consultancy
	Project Management 101: Introduction to Traditional, Hybrid, and Agile Project Management	02/19/2023		3.0	Technical	MST Connect Educational Consultancy
	Preventive Maintenance for Historic Coral Stone Masonry Structures	10/02/2022		4.0	Technical	NCCA, USC - Cherish, UAP Cebu Chapter
	VSU Faculty On-Boarding	09/05/2022	09/07/2022	20.0	Technical	Visayas State University
	Mandatory Orientation and Re-Orientation of Academic Advisers	08/25/2022		8.0	Technical	Visayas State University
	CET Strategic Planning and RDE Agenda Setting Workshop 2022	03/16/2022	03/17/2022	16.0	Technical	VSU- College of Engineering and Technology
	Construction Occupational Safety and Health with Training for Trainers (40 hrs- Online Course)	02/16/2022		40.0	Technical	J3 Trainers and Consultants Inc.
	VSU Faculty Onboarding	08/16/2021	08/18/2021	20.0	Technical	Visayas State University
	EnHERIT 2021: Engineering Heritage and Existing Structures	08/07/2021	08/14/2021	18.0	Technical	International Council for Monuments and Sites (ICOMOS)
	HEC-RAS and GeoHECRAS Training Seminar	06/30/2021		2.0	Technical	CivilGEO Engineering
	URCO Multidisciplinary Research Conference	03/19/2021		8.0	Technical	De La Salle University
	Navigating the Digital Shift: Instructional Materials to Support the University's Flexible Learning	03/18/2021		4.0	Technical	Visayas State University
	Capacity Building on Land Use Development and Infrastructure Planning (Phase 1) (Speaker and Attendee)	12/09/2019	12/13/2019	40.0	Technical	Visayas State University
	Towards a Philippine Heritage Charter (National Consultation 2)	09/14/2018	09/16/2018	20.0	Technical	Kuliat Foundation, Inc
	Towards a Philippine Heritage Charter (National Consultation 1)	07/19/2018	07/20/2018	16.0	Technical	Kuliat Foundation, Inc
	Towards a Philippine Heritage Charter (Visayas Consultation)	06/08/2018	06/09/2018	16.0	Technical	Kuliat Foundation, Inc
	Disaster Risk Reduction For Built Heritage Through Preventive Maintenance (Paco Park Workshop)	02/27/2017	03/03/2017	40.0	Technical	Escuela Taller de Filipinas Foundation, Inc.
(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)		
	Carpentry	None		United Architects of the Philippines - Cebu Chapter		
	Crafts and Scale Modelling					
	Computer Aided Design/Drafting					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

<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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Ar.Nikko Angelo Deguit</td> <td>Cebu City</td> <td>09175136701</td> </tr> <tr> <td>Engr. Ramil B. Vinculado, Jr.</td> <td>Leyte</td> <td>09974880609</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Ar.Nikko Angelo Deguit	Cebu City	09175136701	Engr. Ramil B. Vinculado, Jr.	Leyte	09974880609			
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Engr. Ramil B. Vinculado, Jr.	Leyte	09974880609											
<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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td>Government Issued ID: <b>PRC ID for Architects</b></td> </tr> <tr> <td>ID/License/Passport No.: <b>33068</b></td> </tr> <tr> <td>Date/Place of Issuance: <b>6/30/2014</b></td> </tr> </table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>	Government Issued ID: <b>PRC ID for Architects</b>	ID/License/Passport No.: <b>33068</b>	Date/Place of Issuance: <b>6/30/2014</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom;"> <div style="border: 1px solid black; padding: 2px; text-align: center;"> Signature (Sign inside the box)  May 16, 2024  Date Accomplished </div> </td> </tr> </table>	<div style="border: 1px solid black; padding: 2px; text-align: center;"> Signature (Sign inside the box)  May 16, 2024  Date Accomplished </div>							
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<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div> <p style="text-align: center; margin-top: 5px;">Right Thumbmark</p>													
<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; width: 250px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center; margin-top: 5px;">Person Administering Oath</p>													



PHOTO

## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: Jan 03, 2019 – Present (Continuation)
- Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

- Responsible for instruction of classes related to drafting and building construction.
- Responsible for formulation of department forms.
- Responsible for continuation of monitoring and advising academic advisees.

- Duration: Jun 2014 – Aug 2016
- Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

- Responsible for instruction of classes related to drafting and building construction.
- Responsible for formulation of department forms.
- Responsible for continuation of monitoring and advising academic advisees.

- Duration: Sept 2012 – Jan 2014
- Position: Junior Designer
- Name of Office/Unit: EDSA Architects
- Immediate Supervisor: Ar. Edmund Samson
- Name of Agency/Organization and Location: F. Cabahug St., Manolo, Cebu City

- Summary of Actual Duties

- Responsible for designing, preparation of working drawings, and monitoring progress of construction projects as assigned.

- Duration: Dec 2010 – Mar 2011; Apr 2012 – Sept 2012
- Position: Apprentice
- Name of Office/Unit: Architecture Computer Center
- Immediate Supervisor: Ar. Sergio Raagas
- Name of Agency/Organization and Location: University of San Carlos – Technological Center, Talamban, Cebu City
- Summary of Actual Duties
  - Responsible for preparation of working drawings as assigned.

**Raffy Andrew G. Loreto**

(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_