

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	SACRO		
FIRST NAME	CELSO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	FRADES		
3. DATE OF BIRTH (mm/dd/yyyy)	05/28/1972	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	CALOOCAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.78 m	17. RESIDENTIAL ADDRESS ZIP CODE	Zone 4 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	80		
9. BLOOD TYPE	A		
10. GSIS ID NO.	2001712872		
11. PAG-IBIG ID NO.	170000272711		
12. PHILHEALTH NO.	19-000815363-2	18. PERMANENT ADDRESS ZIP CODE	Zone 4 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
13. SSS NO.	06-1757412-3-000		
14. TIN NO.	917-640-617		
15. AGENCY EMPLOYEE NO.	V000459	19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09094903543
		21. E-MAIL ADDRESS (if any)	celso.sacro@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MUAÑA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CORINA	NAME EXTENSION (JR., SR)	XANDER AIDAN MUAÑA SACRO	2006-10-24
MIDDLE NAME	MONTILLANO		XYLEENA MUAÑA SACRO	2010-12-23
OCCUPATION	TEACHER			
EMPLOYER/BUSINESS NAME	VFES			
BUSINESS ADDRESS	VSU Campus, Visca, Baybay Leyte			
TELEPHONE NO.	563-7190			
24. FATHER'S SURNAME	SACRO			
FIRST NAME	REYNALDO	SR.		
MIDDLE NAME	BITOY			
25. MOTHER'S MAIDEN NAME				
SURNAME	FRADES			
FIRST NAME	ORTENCIA			
MIDDLE NAME	FUENTES		(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	GAAS COMMUNITY SCHOOL	ELEMENTARY	1979	1985		1985	W/HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1985	1989		1989	
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ASSOCIATE IN COMPUTER SCIENCE	1994	1996		1996	
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BS in COMMERCE Major in Accounting	1989	1993		1993	
GRADUATE STUDIES	COLLEGE OF MAASIN	MASTERS IN PUBLIC ADMINISTRATION	2024		18 units	on going studies	

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
CAREER SERVICE SUB-PROFESSIONAL ELIGIBILITY	80.85%	2001-04-01	ST. JOSEPH COLLEGE, MAASIN CITY	N/A	N/A
CAREER SERVICE PROFESSIONAL ELIGIBILITY	82.26%	8/11/2024	ST. JOSEPH COLLEGE, MAASIN CITY	N/A	N/A

(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.

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 "00.0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE
From	To						
2024-01-01	PRESENT	ADMINISTRATIVE AIDE VI	CASH OFFICE, VISAYAS STATE UNIVERSITY	18,255.00		PERMANENT	Y
2019-11-18	12/31/2023	ADMINISTRATIVE AIDE VI	CASH OFFICE, VISAYAS STATE UNIVERSITY	17,553.00		PERMANENT	Y
2019-01-01	2019-11-17	ADMINISTRATIVE AIDE III	CASH OFFICE, VISAYAS STATE UNIVERSITY	12,756.00		PERMANENT	Y
2018-01-01	2018-12-31	ADMINISTRATIVE AIDE III	CASH OFFICE, VISAYAS STATE UNIVERSITY	12,112.00		PERMANENT	Y
2017-01-01	2017-12-31	ADMINISTRATIVE AIDE III	CASH OFFICE, VISAYAS STATE UNIVERSITY	11,589.00		PERMANENT	Y
2016-05-10	2016-12-31	ADMINISTRATIVE AIDE III	CASH OFFICE, VISAYAS STATE UNIVERSITY	11,089.00		PERMANENT	Y
2016-01-01	2016-05-09	ADMINISTRATIVE AIDE III	CASH OFFICE, VISAYAS STATE UNIVERSITY	10,985.00		PERMANENT	Y
2013-03-25	2015-12-31	ADMINISTRATIVE AIDE III	CASH OFFICE, VISAYAS STATE UNIVERSITY	10,505.00		PERMANENT	Y
2012-06-01	2013-03-24	ADMINISTRATIVE AIDE III	CASH OFFICE, VISAYAS STATE UNIVERSITY	10,401.00		PERMANENT	Y
2011-06-01	2012-05-31	ADMINISTRATIVE AIDE III	FINANCE OFFICE, VISAYAS STATE UNIVERSITY	9,628.00		PERMANENT	Y
2010-06-24	2011-05-31	ADMINISTRATIVE AIDE III	FINANCE OFFICE, VISAYAS STATE UNIVERSITY	8,854.00		PERMANENT	Y
2010-03-25	2010-06-23	ADMINISTRATIVE AIDE III	FINANCE OFFICE, VISAYAS STATE UNIVERSITY	8,080.00		PERMANENT	Y
2008-07-01	2010-03-24	ADMINISTRATIVE AIDE III	ACCOUNTING DIVISION VISAYAS STATE UNIVERSITY	418.36/DAY		CASUAL	Y
2008-01-01	06/30/208	ADMINISTRATIVE AIDE III	ACCOUNTING DIVISION VISAYAS STATE UNIVERSITY	380.32/DAY		CASUAL	Y
2007-07-01	2007-12-31	ADMINISTRATIVE AIDE III	ACCOUNTING DIVISION VISAYAS STATE UNIVERSITY	301.95/DAY		CASUAL	Y
2004-03-01	2007-06-30	ADMINISTRATIVE AIDE III	ACCOUNTING DIVISION LEYTE STATE UNIVERSITY	274.50/DAY		CASUAL	Y
2001-07-01	2004-02-29	CLERK I	ACCOUNTING DIVISION VISAYAS STATE COLLEGE OF AGRICULTURE	274.50/DAY		CASUAL	Y
2000-01-01	2001-06-30	CLERK I	ACCOUNTING DIVISION VISAYAS STATE COLLEGE OF AGRICULTURE	261.41/DAY		CASUAL	Y
1999-12-01	1999-12-31	CLERK I	ACCOUNTING DIVISION VISAYAS STATE COLLEGE OF AGRICULTURE	237.64/DAY		CASUAL	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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				

(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			
CASH MANAGEMENT AND CONTROL SYSTEM	11/21/2023	11/24/2023	24		COA, RO No. VII CANDAHUG, PALO, LEYTE
ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	8		VSU, VISCA BAYBAY CITY LEYTE
WORKING TOWARDS PERSONAL EFFECTIVENESS	08/22/2023	08/25/2023	32		POAP, INC
KNOW YOUR MONEY AND CONTERFEIT DETECTION	02/26/2021	02/26/2021	8		BANKERS INSTITUTE OF THE PHILS. INC
FRONTLINE AND CUSTOMER SERVICE	09-24-2019	09-27-2019	32		POAP, INC
2016 REGIONAL ORIENTATION ON THE EDUCATION SERVICE CONTRACTING (ESC) PROGRAM AND ESC INFORMATION MANAGEMENT SYSTEM	04/21/2016	04/22/2016	16		PRIVATE DUCATION ASSISTANCE COMMITTEE
PHILHEALTH EMPLOYER'S ENGAGEMENT REPRESENTATIVE (PEER) SUMMIT	04/30/2013	04/30/2013	8		PHILHEALTH REGION VIII
GMIS WEB-BASED APPLICATION SYSTEM	10/29/2012	10/30/2012	16		VSU, VISCA
SEMINAR WORKSHOP ON AGAP-EV AND PICPA-EVR 2nd GOVERNMENT FORUM	05/06/2009	05/08/2009	24		PICPA REGION VIII
SEMINAR ON COMPUTER MAINTENANCE SECURITY AND APPRECIATION ON OPEN SOURCE APPLICATION	3/18/2009	3/18/2009	8		VSU-ICTU
PMS-OPES WORKSHOP	7/26/2008	7/26/2008	8		VSU FINANCE

(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)
Troubleshoot and diagnose computer problem		SECULAR FRANCISCAN ALLIANCE
Reformat personal computer		
Install new hardware and software in a computer		
Knows Adobe photoshop program		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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:
Simple neglect of duty

☐ 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.
QUEEN-EVER Y. ATUPAN	VSU-CASH OFFICE BAYBAY LEYTE	0998-337-2201
LOUELLA C. AMPAC	VSU-FINANCE OFFICE,BAYBAY LEYTE	053-563-7189
ALICE M. FLORES	VSU-BUDGET OFFICE,BAYBAY LEYTE	0917-634-1430

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.

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: COMPANY ID

ID/License/Passport No.: V000459

Date/Place of Issuance: VSU, VISCA, BAYBAY CITY, LEYTE

Signature (Sign inside the box)

11-04-2024

Date Accomplished

Right Thumbmark

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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