

# 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	ESPINOSA		
FIRST NAME	JOY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SOLANO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/27/1991	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 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	House/Block/Lot No. Street BUNGA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	0.129	ZIP CODE	6521-A
8. WEIGHT (kg)	55		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	House/Block/Lot No. Street BUNGA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	NA	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	121080492433		
12. PHILHEALTH NO.	130501452964	19. TELEPHONE NO.	NA
13. SSS NO.	0631894229	20. MOBILE NO.	+639502811823
14. TIN NO.	476480605	21. E-MAIL ADDRESS (if any)	joy.espinosa@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	NA		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ESPINOSA			10/04/1961
FIRST NAME	TIRSO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ORNOPIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	SOLANO			11/29/1961
FIRST NAME	CAROLINA			
MIDDLE NAME	SALUBRE		(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	BUNGA ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	06/01/1998	3/30/2004	NA	2004	WITH HONORS
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	06/01/2005	3/30/2008	NA	2008	WITH HONORS
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	08/01/2016	6/22/2020	NA	2020	NA
GRADUATE STUDIES	CEBU INSTITUTE OF TECHNOLOGY-UNIVERSITY	MASTER OF SCIENCE IN COMPUTER SCIENCE	08/27/2022	12/17/2022	9	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

(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				SALARY/ JOB/ PAY		
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[illegible]

(Continue on separate sheet if necessary)

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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			
	NA	NA	NA	NA	NA	
(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			
	LARAVEL 7 & VUE JS	8/26/2020	8/28/2020	24.0		DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY
	GETTING GROUNDED ON ANALYTICS	7/23/2021	9/27/2021	15.0		DEVELOPMENT ACADEMY OF THE PHILIPPINES
	IT PASSPORT CERTIFICATION EXAMINATION	10/27/2020	10/27/2020	4.0		PHILIPPINE NATIONAL IT STANDARDS FOUNDATION
	BEST PRACTICES IN WRITING AND PUBLISHING YOUR RESEARCH PAPER	4/16/2021	4/16/2021	2.0		ELSEVIER
	SEMINAR/ LECTURE ON INTELLECTUAL PROPERTY RIGHTS AWARENESS AND COMMERCIALIZATION OF TECHNOLOGIES	10/26/2021	10/26/2021	4.0		TECHNOLOGY BUSINESS INCUBATOR VSU
	SEAMEO-NEW ZEALAND MASTER CLASS ON EDUCATION TECHNOLOGY AND DIGITAL SECURITY	9/30/2021	9/30/2021	2.0		SEAMEO
	VSU E-LEARNING ENVIRONMENT TRAINING-WORKSHOP SERIES	12/04/2020	12/14/2020	24.0		DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY
	CHOOSING THE RIGHT JOURNAL FOR YOUR RESEARCH ARTICLES	10/05/2021	10/05/2021	2.0		ELSEVIER
(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)	
	IMAGE PROCESSING	NA			NA	
	WEB APPLICATION DEVELOPMENT	NA			NA	
(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> <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 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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ROLDAN PIEDRAVERDE</td> <td>BRGY. BUNGA, BAYBAY CITY, LEYTE</td> <td>NA</td> </tr> <tr> <td>JIMMY ESPINA</td> <td>PCC, NUEVA ECIJA</td> <td>9656636167</td> </tr> <tr> <td>IVY VILLAR</td> <td>BRGY. BUNGA, BAYBAY CITY, LEYTE</td> <td>9355940482</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ROLDAN PIEDRAVERDE	BRGY. BUNGA, BAYBAY CITY, LEYTE	NA	JIMMY ESPINA	PCC, NUEVA ECIJA	9656636167	IVY VILLAR	BRGY. BUNGA, BAYBAY CITY, LEYTE	9355940482
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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>													
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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; width: 100%; height: 40px; margin-top: 10px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px; text-align: center;">           Person Administering Oath         </div> </div> <div style="width: 45%; text-align: center;">             PHOTO         </div> </div>													