

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 if accomplished through own handwriting. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

1. SURNAME	NUÑEZ		
2. FIRST NAME	MOLLEY VENICE		NAME EXTENSION (JR., SR)
MIDDLE NAME	N/A		N/A
3. DATE OF BIRTH (dd/mm/yyyy)	11/23/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay City	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX AT BIRTH	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	Corzazon Veloso St. House/Block/Lot No. Street Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	152.5	ZIP CODE	6521
8. WEIGHT (kg)	49	18. PERMANENT ADDRESS	Corzazon Veloso St. House/Block/Lot No. Street Subdivision/Village Caridad Baybay City Barangay City/Municipality Leyte Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. UMID ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121306298842	20. MOBILE NO.	09955794496
12. PHILHEALTH NO.	13-202544699-6	21. E-MAIL ADDRESS (if any)	mvenicenunez@gmail.com
13. PhilSys Number (PSN):	3981-6850-8641-2597		
14. TIN NO.	372-094-129-00000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/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	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME				
SURNAME	Nuñez			
FIRST NAME	Adelie			
MIDDLE NAME	Libres		(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	Caridad Elementary School	N/A	2006	2012	N/A	2012	Valedictorian
SECONDARY	Caridad National High School	General Academic Strand	2012	2018	N/A	2018	With High Honors
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Bachelor of Science in Statistics	2018	2022	N/A	2022	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/11/2015
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[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience Sheet.

[illegible]

SIGNATURE		DATE	12/11/2019
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12/11/2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (dd/mm/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (dd/mm/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Basic Computer Troubleshooting and Repair	12/10/2025	12/11/2025	16.0	Technical	Faculty of Natural and Mathematical Sciences, VSU
	ISO 9001:2015 Awareness & Re-awareness Webinar	9/5/2025	9/5/2025	4.0	Managerial	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	Managerial	Visayas State University
	Southeast Asia Biostatistics Research and Education Empowerment for Zonal Excellence (SEABREEZE)	5/14/2025	5/23/2025	64.0	Technical	Hasselt University, Belgium, VLIR-UOS, & Visayas State University
	Composting: Transforming Trash to Treasure	4/22/2025	4/22/2025	4.0	Managerial	Visayas State University
	Orientation and Re-Orientation of Guidelines and Procedures on Processes/Services of the Offices Under Administrative Services (AS)	4/8/2025	4/8/2025	8.0	Managerial	Visayas State University
	Orientation on Financial Management Transactions in VSU	3/13/2025	3/13/2025	8.0	Managerial	Visayas State University
	Seminar Workshop on Basic Records and Archives Management (BRAM)	7/30/2024	7/31/2024	16.0	Managerial	National Archive of the Philippines and Visayas State University
	"From Policy to Practice": EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	7/29/2024	7/29/2024	8.0	Managerial	Visayas State University
	International Training Program (ITP) Workshop III	2/26/2024	3/8/2024	72.0	Technical	Hasselt University, Belgium, VLIR-UOS, & Visayas State University
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	4.0	Supervisory	Visayas State University
	International Training Program (ITP) Workshop I	5/2/2023	5/12/2023	72.0	Technical	Hasselt University, Belgium, VLIR-UOS, & Visayas State University
	CAPABILITY TRAINING FOR COLLEGE/ DEPARTMENT-BASED GUIDANCE FACILITATOR: RACE	4/13/2023	4/13/2023	8.0	Managerial	UNILAB Foundation and 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)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Clerical Skills				
	Data Analysis				
	Data Management				
	Ability to work in harmony with co-workers. Excellent typing skills, computer literate.				
	Advanced understanding of computer operations and basic office operations (e.g., MS Word, PowerPoint, and MS Excel)				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/11/2025
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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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>OFFICE / RESIDENTIAL ADDRESS</td><td>CONTACT NO. AND/OR EMAIL</td></tr><tr><td>Paulo G. Batidor</td><td>Isabel, Leyte</td><td>9684442159</td></tr><tr><td>Sweet Charish Godinez</td><td>Baybay City, Leyte</td><td>9639179128</td></tr><tr><td>May Ann E. Palen</td><td>Baybay City, Leyte</td><td>91178524436</td></tr></table>			NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL	Paulo G. Batidor	Isabel, Leyte	9684442159	Sweet Charish Godinez	Baybay City, Leyte	9639179128	May Ann E. Palen	Baybay City, Leyte	91178524436
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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.														
<div>Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PHILHEALTH</div> <div>ID/License/Passport No.: 13-202544699-6</div> <div>Date/Place of Issuance: April 2022/ Baybay City</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>Date Accomplished</div>	<div> MOLLEY VENICE NUÑEZ</div> <div> Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>Person Administering Oath</div>														