

# 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	SABANDO		
FIRST NAME	RUEN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	APONDAR		
3. DATE OF BIRTH (mm/dd/yyyy)	08/28/2002	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	ALBUERA, 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:		
7. HEIGHT (m)	1.63 m	17. RESIDENTIAL ADDRESS	1080 STO.NIÑO House/Block/Lot No. Street POBLACION Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
8. WEIGHT (kg)	61 kg	ZIP CODE	6542
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	1080 STO.NIÑO House/Block/Lot No. Street POBLACION Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6542
11. PAG-IBIG ID NO.	N/A	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	N/A	20. MOBILE NO.	09954326884
13. SSS NO.	06-4956600-2	21. E-MAIL ADDRESS (if any)	ruensabando298@gmail.com
14. TIN NO.	657-091-767-00000		
15. AGENCY EMPLOYEE NO.	N/A		

## 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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	SABANDO		N/A	N/A
FIRST NAME	CIRILO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GUARIN		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	APONDAR		N/A	N/A
FIRST NAME	TRINIDAD		N/A	N/A
MIDDLE NAME	PONTIANO		(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	ALBUERA NORTH CENTRAL SCHOOL	N/A	2008	2014	N/A	2014	THIRD HON. MENTION
SECONDARY	DR. GERONIMO B. ZALDIVAR MEMORIAL SCHOOL OF FISHERIES	TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK	2014	2020	N/A	2020	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 DEVELOPMENT COMMUNICATION	2020	2024	N/A	2024	MAGNA CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 10, 2025
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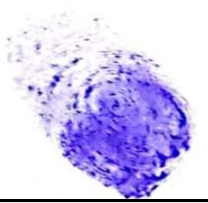
[illegible]

**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	
[Signature]		JULY 10, 2025	

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			
	MUSIC FOR THE ENVIRONMENT AND NATION DEVELOPMENT (SUGAT ECO-FESTIVAL)	04/20/2024	04/22/2024	20 HOURS	FACILITATOR	
(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 (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	AUDIO PRODUCTION WORKSHOP	02/22/2023	02/22/2023	2.0	TECHNICAL	VISAYAS STATE UNIVERSITY - DEVELOPMENT COMMUNICATORS' SOCIETY
	VIDEO PRODUCTION WORKSHOP	02/25/2023	02/25/2023	3.0	TECHNICAL	VISAYAS STATE UNIVERSITY - DEVELOPMENT COMMUNICATORS' SOCIETY
	REGISTRATION OF FISHERFOLKS AND INFORMATION AND EDUCATION CAMPAIGN (IEC) OF RA NO. 10654	08/04/2023	08/04/2023	2.0	TECHNICAL	MUNICIPAL AGRICULTURE OFFICE - LGU MAHINOG
	WRITING ON NEWS WRITING FOR THE EYES AND EARS WORKSHOP	10/17/2023	10/17/2023	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY - STUDENT BROADCASTERS' CIRCLE
	ONE-DAY SEMINAR WORKSHOP ON CIRCULAR ECONOMY	11/29/2023	11/29/2023	8.0	AWARENESS	VISAYAS STATE UNIVERSITY - DEPARTMENT OF DEVELOPMENT COMMUNICATION
	3As: APPRECIATING AGRICULTURE THROUGH ARTS	03/21/2024	03/21/2024	8.0	DEVELOPMENT	VISAYAS STATE UNIVERSITY - PHILIPPINE ROOT CROP RESEARCH AND TRAINING CENTER
	INTENSIVE WORKSHOP FOR JOURNAL PUBLICATION	10/23/2024	10/23/2024	7.0	TECHNICAL	RESEARCH, INNOVATION, AND EXTENSION SERVICES OFFICE - SOUTHERN LEYTE STATE UNIVERSITY
	WORKSHOP ON BIBLIOMETRIC ANALYSIS AND VISUALIZATION USING VOSVIEWER	10/24/2024	10/24/2024	7.5	TECHNICAL	RESEARCH, INNOVATION, AND EXTENSION SERVICES OFFICE - SOUTHERN LEYTE STATE UNIVERSITY
	CRITIQUING PAPERS OF BIBLIOMETRIC AND COMMENTARY PAPERS	10/28/2024	10/29/2024	14.0	TECHNICAL	RESEARCH, INNOVATION, AND EXTENSION SERVICES OFFICE - SOUTHERN LEYTE STATE UNIVERSITY
	POLISHING OF RESEARCH AND NON-METHODS PAPERS FOR PUBLICATION	11/25/2024	11/26/2024	14.0	TECHNICAL	RESEARCH, INNOVATION, AND EXTENSION SERVICES OFFICE - SOUTHERN LEYTE STATE UNIVERSITY
	RE-ECHO SEMINAR ON WELLNESS PRACTICAL TIPS "WELLNESS: IT'S NOT A TREND, IT'S A LIFESTYLE"	12/10/2024	12/10/2024	4.0	DEVELOPMENT	OFFICE FOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT - SOUTHERN LEYTE STATE UNIVERSITY
	WRITESHOP ON PEER REVIEWING JOURNAL PAPERS	12/11/2024	12/11/2024	7.0	TECHNICAL	RESEARCH, INNOVATION, AND EXTENSION SERVICES OFFICE - SOUTHERN LEYTE STATE UNIVERSITY
	WORKSHOP ON PATENT DRAFTING AND INTELLECTUAL PROPERTY APPLICATION FOR RESEARCH-BASED ENGINEERING TECHNOLOGIES: PATHWAYS TO INCUBATION AND COMMERCIALIZATION	12/11/2024	12/12/2024	16.0	TECHNICAL	RESEARCH, INNOVATION, AND EXTENSION SERVICES OFFICE - SOUTHERN LEYTE STATE UNIVERSITY
	EPIDEMOLOGIC AND EXPERIMENTAL STUDIES, AND PARTICIPATORY ACTION RESEARCH	12/12/2024	12/13/2024	16.0	TECHNICAL	EASTERN VISAYAS HEALTH RESEARCH AND DEVELOPMENT CONSORTIUM
	CONCEPT PROPOSAL PRESENTATION FOR EXTERNAL FUNDING PROJECTS	02/06/2025	02/07/2025	8.0	MANAGERIAL	RESEARCH, INNOVATION, AND EXTENSION SERVICES OFFICE - SOUTHERN LEYTE STATE UNIVERSITY
	ORIENTATION ON FINANCIAL MANAGEMENT TRANSACTIONS IN VSU	03/13/2025	03/13/2025	8.0	SUPERVISORY	FINANCIAL MANAGEMENT OFFICE - VISAYAS STATE UNIVERSITY
	YUNG SUMAKSES KAI: TOOLKITS FOR FLOURISHING	04/03/2025	04/03/2025	8.0	DEVELOPMENT	HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE - VISAYAS STATE
	ORIENTATION AND RE-ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESSES/SERVICES OF THE OFFICES UNDER ADMINISTRATIVE SERVICES (AS)	04/08/2025	04/08/2025	8.0	SUPERVISORY	ADMINISTRATIVE SERVICES OFFICE - VISAYAS STATE UNIVERSITY
	COMPOSTING: TRANSFORMING TRASH TO TREASURE	04/22/2025	04/22/2025	4.0	TECHNICAL	HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE - VISAYAS STATE UNIVERSITY
	FOSTERING PSYCHOLOGICAL SAFETY IN THE WORKPLACE	04/30/2025	04/30/2025	4.0	DEVELOPMENT	UNIVERSITY HEALTH SERVICES OFFICE - VISAYAS STATE UNIVERSITY
	WORKSHOP PN CRAFTING HR MANUALS AND REVISITING THE MERIT SYSTEM PLAN	05/21/2025	05/22/2025	16.0	MANAGERIAL	HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE - VISAYAS STATE UNIVERSITY
	ORIENTATION ON THE BOR APPROVED INTERNAL AUDIT FRAMEWORK	05/27/2025	05/27/2025	8.0	MANAGERIAL	INTERNAL AUDIT SERVICES OFFICE - VISAYAS STATE UNIVERSITY
	GENDER SENSITIVITY TRAINING	06/09/2025	06/09/2025	8.0	DEVELOPMENT	GENDER AND DEVELOPMENT OFFICE - VISAYAS STATE UNIVERSITY
	REORIENTATION SEMINAR OF THE EASE OF DOING BUSINESS ACT, DATA PRIVACY ACT OF 2012, AND PRIVACY IMPACT ASSESSMENT FOR VISAYAS STATE UNIVERSITY PERSONNEL	05/27/2025	05/27/2025	8.0	TECHNICAL	INTERNAL AUDIT SERVICES OFFICE - 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)		
	RADIO BROADCASTING	N/A		N/A		
	JOURNALISM					
	RESEARCH WRITING					
	HOSTING					
	LAYOUT AND DESIGN					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	JULY 10, 2025	

<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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. CHRISTINA A. GABRILLO</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>09062627974</td> </tr> <tr> <td>HONEY SOFIA V. COLIS</td> <td>GUADALUPE, BAYBAY CITY, LEYTE</td> <td>09176341490</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. CHRISTINA A. GABRILLO	VISCA, BAYBAY CITY, LEYTE	09062627974	HONEY SOFIA V. COLIS	GUADALUPE, BAYBAY CITY, LEYTE	09176341490			
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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-around; align-items: center;"> <div style="text-align: center;">  <p>PHOTO</p> </div> <div style="text-align: center;">  <p>Right Thumbmark</p> </div> </div>													
<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;">Person Administering Oath</p>													