

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	Alba		
FIRST NAME	Doreen	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Bartolini		
3. DATE OF BIRTH (mm/dd/yyyy)	10/08/1985	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.	Philippines
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	Zone 6 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	Zone 6 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	60.00		
9. BLOOD TYPE	AB+		
10. GSIS ID NO.	0211694144		
11. PAG-IBIG ID NO.	1211904690		
12. PHILHEALTH NO.	1302515464		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	4666255250	20. MOBILE NO.	928-366-4408
15. AGENCY EMPLOYEE NO.	V00947	21. E-MAIL ADDRESS (if any)	doreen.alba@vsu.edu.ph

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	Alba			
FIRST NAME	Arturo	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Esguerra			
25. MOTHER'S MAIDEN NAME	Herminia Pabroquez Bartolini			
SURNAME	Alba			
FIRST NAME	Herminia			
MIDDLE NAME	Bartolini			

(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	Guadalupe Elementary School	Elementary	1992	1998		1998	N/A
SECONDARY	Baybay National High School	High School	1998	2002		2002	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Hotel and Restaurant Management	2002	2009		2009	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	Master in Business Management	2019		36		N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	03/01/2024
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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
	Civil Service Examination Professional Level	80.04	03/17/2019	Ormoc City	N/A	N/A
	Civil Service SubProfessional Eligibility	80.32	04/06/2014	Tacloban City	N/A	N/A


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

03/01/2024

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	N/A	N/A	N/A	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			
	Design Thinking Workshop	12/13/2023	12/14/2023	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	One-Time Cleansing of Property, Plant and Equipment Account Balances of Government Agencies (CGA Circular No. 2020-006 dated January 31, 2020)	07/27/2023	07/28/2023	16	Supervisory	Government Financial Management Innovators Circle (GFMIC), Inc.
	Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government	06/28/2023	06/30/2023	24	Supervisory	Government Financial Management Innovators Circle (GFMIC), Inc.
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/22/2022	4	Technical	Department of Health / Visayas State University
	Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers	05/30/2022	05/31/2022	16	Technical	PhilGEPS & e-Blackboards Learning and Solutions Inc.
	HIV TRAINING (PEER FACILITATOR)	01/19/2022	01/21/2022	24	Technical	VSU Hospital
	ISO 9001:2015 Awareness/ Re-awareness Webinar	09/13/2021	09/13/2021	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	Workshop and Categorization of Items for the PPMP	08/20/2020	08/20/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	NCCA "National Kalkali with the theme: Vital Wisdoms: Learning with the Indigenous Peoples"	10/28/2019	10/29/2019	16	Technical	National Commission for Culture and the Arts (NCCA) - Maryhill School of Theology
	Culture and the Arts Center (CAC) Strategic Planning Workshop	10/24/2019	10/24/2019	8	Supervisory	Culture and the Arts Center (CAC) - VSU Main
	Introduction to Cybersecurity	09/02/2019	09/03/2019	24	Technical	DICT - Main Office, Diliman, Quezon City
	Property and Supply Management System	09/04/2018	09/07/2018	32	Supervisory	Commission on Audit Region VIII
PLEASE SEE ATTACHMENT A						
(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)	
	Entertainment	N/A			Visayas State University Administrative Personnel Association	
	Driving two/four wheels vehicles					
	Design using Adobe Photoshop					
	Capacity to be adaptable in a work environment and collaborate with others					
	Basic computer literacy skills - Time Management skills - Positive and can work independently					
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	03/01/2024

Attachment A.1

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

[illegible]

<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>Lourdes B. Cano</td> <td>Brgy. San Isidro, Baybay City, Leyte</td> <td>09176341502</td> </tr> <tr> <td>Alicia M. Flores</td> <td>VSU - Budget Office, Visca, Baybay City, Leyte</td> <td>09464928865</td> </tr> <tr> <td>Ivy Ann F. Mojado</td> <td>DPWH, Hipusngo, Baybay City, Leyte</td> <td>09176285108</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Lourdes B. Cano	Brgy. San Isidro, Baybay City, Leyte	09176341502	Alicia M. Flores	VSU - Budget Office, Visca, Baybay City, Leyte	09464928865	Ivy Ann F. Mojado	DPWH, Hipusngo, Baybay City, Leyte	09176285108
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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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: VSU ID</p> <p>ID/License/Passport No.: V00947</p> <p>Date/Place of Issuance: 11/30/0001 / VSU, Baybay City, Leyte</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; vertical-align: bottom; text-align: center;"> Signature (Sign inside the box) Date Accomplished: 03/01/2024 </td> <td style="width: 150px; text-align: center;"> Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) Date Accomplished: 03/01/2024	 Right Thumbmark										
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<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: 200px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													