

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	RAMONEDA		
FIRST NAME	SHERLYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	OTIDA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/21/1997	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	Bayabay 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	Centro Street Hibunawan Barangay Baybay City Leyte Province
7. HEIGHT (m)	4'11	ZIP CODE	
8. WEIGHT (kg)	65 kg	18. PERMANENT ADDRESS	Centro Street Hibunawan Barangay Baybay City Leyte Province
9. BLOOD TYPE	B	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1212-0965-5484	20. MOBILE NO.	09353022325
12. PHILHEALTH NO.	13-025480766-5	21. E-MAIL ADDRESS (if any)	sherlynramoneda@gmail.com
13. SSS NO.	N/A		
14. TIN NO.	769-260-526		
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		NAME EXTENSION (JR., SR)	NASH RAMONEDA PIEDRAVERDE	11/16/2021
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	RAMONEDA			
FIRST NAME	SHERWIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ISRAEL			
25. MOTHER'S MAIDEN NAME				
SURNAME	OTIDA			
FIRST NAME	LUCILYN			
MIDDLE NAME	LASQUITE			

(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	Hibunawan Elementary School	Primary Education	2003	2009		2009	N/A
SECONDARY	Baybay National High School	High School	2009	2013		2013	N/A
VOCATIONAL / TRADE COURSE	ACL College of Ormoc	National Certificate in Bookkeeping	August 2019	September 2019		2019	N/A
COLLEGE	Visayas State University	BS in Agribusiness	2013	2017		2017	N/A
	Saint Michael College of Hindang	Professional Education	June 2018	November 2018	19	N/A	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/17/2025
-----------	--	------	------------

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	02/17/2025
-----------	--------------------	------	------------

Run

02/17/2025

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		
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 (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ISO 9001: 2015 Awareness and Re-awareness Seminar	09/24/2024	09/24/2024	4		Office of the President, Visayas State University
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16		Human Resource Management Office, Visayas State University
	From Policy to Practice: EODB, DPA of 2012 and PIA Orientation for Visayas State University Personnel	07/29/2024	07/29/2024	8		Human Resource Management Office, Visayas State University
	Shaping Culture: Embracing Values for Optimal Workplace Performance	05/15/2024	05/15/2024	8		Human Resource Management Office, Visayas State University
	Gender Sensitivity Training	04/12/2024	04/12/2024	8		Human Resource Management Office, Visayas State University
	Financial Transaction Forum	03/20/2024	03/20/2024	8		Human Resource Management Office, Visayas State University
	Orientation of Guidelines and Procedures on Processes/Services of Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8		Human Resource Management Office, Visayas State University
	ISO 9001: 2015 Awareness and Re-awareness Webinar	08/29/2023	08/29/2023	3		Office of the President, Visayas State University
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	07/20/2023	07/20/2023	3		Quality Assurance Center, Visayas State University
	Training in NCIII Bookkeeping	08/02/2019	09/23/2019	292		TESDA & ACLC College of Ormoc
	4th Level Training in Census of Population and Housing	08/03/2020	08/07/2020	40		Philippine Statistics Authority

(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)
	Bookkeeping Skills				
	Clerical Skills				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/17/2025
-----------	---	------	-----------

<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: <u>finished contract</u></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>Donna Christene Q. Ramos</td> <td>Visca, Baybay City, Leyte</td> <td>1099</td> </tr> <tr> <td>Ma. Theresa P. Loreto</td> <td>Visca, Baybay City, Leyte</td> <td>1119</td> </tr> <tr> <td>Lourd Franz M. Gabunada</td> <td>Visca, Baybay City, Leyte</td> <td>1099</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Donna Christene Q. Ramos	Visca, Baybay City, Leyte	1099	Ma. Theresa P. Loreto	Visca, Baybay City, Leyte	1119	Lourd Franz M. Gabunada	Visca, Baybay City, Leyte	1099		
NAME	ADDRESS	TEL. NO.													
Donna Christene Q. Ramos	Visca, Baybay City, Leyte	1099													
Ma. Theresa P. Loreto	Visca, Baybay City, Leyte	1119													
Lourd Franz M. Gabunada	Visca, Baybay City, Leyte	1099													
<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>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>TIN ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>707-906-748</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>09/06/2017 at Ormoc City, Leyte</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	TIN ID	ID/License/Passport No.:	707-906-748	Date/Place of Issuance:	09/06/2017 at Ormoc City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 40px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">02-17-2025</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	02-17-2025	Date Accomplished
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)															
PLEASE INDICATE ID Number and Date of Issuance															
Government Issued ID:	TIN ID														
ID/License/Passport No.:	707-906-748														
Date/Place of Issuance:	09/06/2017 at Ormoc City, Leyte														
Signature (Sign inside the box)															
02-17-2025															
Date Accomplished															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;">Right Thumbmark</td> </tr> </table>			Right Thumbmark												
Right Thumbmark															
<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>															



SHERLYN O. RAMONEM
PHOTO



Right Thumbmark