

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	TAN		
FIRST NAME	DANIEL JOSEPH		NAME EXTENSION (JR., SR) NA
MIDDLE NAME	TESORERO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/10/1997	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN CITY, LEYTE		Philippines
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) 1.7	17. RESIDENTIAL ADDRESS  ZIP CODE	222 R. MAGSAYSAY AVENUE
			House/Block/Lot No. Street
			N/A POBLACION, ZONE 20
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
8. WEIGHT (kg) 75			City/Municipality Province
9. BLOOD TYPE B		18. PERMANENT ADDRESS  ZIP CODE	222 R. MAGSAYSAY AVENUE
10. GSIS ID NO. N/A			House/Block/Lot No. Street
11. PAG-IBIG ID NO. 920238484297			N/A POBLACION, ZONE 20
12. PHILHEALTH NO. 13-025543087-5			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
13. SSS NO. N/A			City/Municipality Province
14. TIN NO. 749-754-929-000		19. TELEPHONE NO.	6521 LEYTE
15. AGENCY EMPLOYEE NO. N/A		20. MOBILE NO.	6521
		21. E-MAIL ADDRESS (if any)	NA
			+639265986457
			danieljoseph.tan@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	TAN					
	FIRST NAME	RONNEL NAME EXTENSION (JR., SR) N/A				
	MIDDLE NAME	BALAIS				
25. MOTHER'S MAIDEN NAME	TESORERO, GRACE SHIELLA					
	SURNAME	TESORERO				
	FIRST NAME	GRACE SHIELLA				
	MIDDLE NAME	ABENOJA			(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	GRACE CHRISTIAN SCHOOL	PRIMARY EDUCATION	SY 2006-2007	SY 2009-2010	NA	2010	WITH HONORS
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY INC.	SECONDARY SCHOOL	SY 2010-2011	SY 2013-2014	NA	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	NA	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	BACHELOR OF ARTS IN ENGLISH LANGUAGE	SY 2015-2016	SY 2018-2019	NA	2019	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	MASTER OF SCIENCE IN LANGUAGE TEACHING	2nd Sem SY 2020-2021	PRESENT	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 13, 2021
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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
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]


(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	July 13, 2021	
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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			
	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			
	Pambansang Seminar-Worsyap 2021	06/23/2021	06/26/2021	32.0	Paper Presenter	Pamantasang De La Salle
	Webinar on VSU Elearning Environment for Newly-Hired Instructor	30/03/2021	30/03/2021	8.0	Attendee	Visayas State University
	Visayas Regional Conference- 42nd Annual Conference of the Ugnayang Pang-agham Tao, Inc.	27/11/2020	28/11/2020	16.0	Paper Presenter	Ugnayang Pang-agham Tao, Inc. Anthropological Association of the Philippines and University of San Carlos
	De La Salle Lipa - Center for Batangas Studies 1st Virtual Local Studies Conference	23/10/2020	24/10/2020	16.0	Paper Presenter	De La Salle Lipa - Center for Batangas Studies
	SDRC Capacity Building and Training on Qualitative Research	17/01/2020	17/01/2020	8.0	Attendee	De La Salle University- Social Development Research Center
	Learning to Write: The Basics of Academic Writing	05/11/2019	05/11/2019	4.0	Attendee	Department of Liberal Arts and Behavioral Sciences
	Pampublikong Forum para sa Sitwasyon, Nilalaman, at Direksyon ng Asignaturang Filipino sa Senior High School at Kolehiyo	28/08/2019	28/08/2019	4.0	Attendee	Department of Liberal Arts and Behavioral Sciences
(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)		
	COMPUTER LITERATE	JUDGE, ORATION CONTEST AND CULMINATION PROGRAM, ENGLISH AND NATIONAL READING MONTH 2019		N/A		
	READING	HOST, VARIOUS UNIVERSITY EVENTS INCLUDING THE VSU INTRAMURAL GAMES 2019				
	WRITING					
	HOSTING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	07/13/2021	

<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> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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: _____</p> <p style="text-align: right;">END OF CONTRACT</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MARIA VANESSA E. GABUNADA</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td></td> </tr> <tr> <td>LESLIE ANNE L. LIWANAG</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td></td> </tr> <tr> <td>MAY C. PASCUAL</td> <td>UTOD, BAYBAY CITY, LEYTE</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARIA VANESSA E. GABUNADA	VISCA, BAYBAY CITY, LEYTE		LESLIE ANNE L. LIWANAG	VISCA, BAYBAY CITY, LEYTE		MAY C. PASCUAL	UTOD, BAYBAY CITY, LEYTE	
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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>													
<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</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>749-754-929-000</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>8/16/2019, ORMOC CITY</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/License/Passport No.:	749-754-929-000	Date/Place of Issuance:	8/16/2019, ORMOC CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom; text-align: center;"> <p>Signature (Sign inside the box)</p> <p>07/13/2021</p> <p>Date Accomplished</p> </td> </tr> </table>	<p>Signature (Sign inside the box)</p> <p>07/13/2021</p> <p>Date Accomplished</p>	
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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; padding: 10px; text-align: center; margin-top: 20px;"> <p><b>ATTY. RYSAN C. GUINOCOR</b></p> <p>Person Administering Oath</p> </div>													

ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark