

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 ( ) a ☐ 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                    | CUEVAS  |  |  |
| FIRST NAME                    | HAIDE   | NAME EXTENSION (JR., SR) N/A   |  |
| MIDDLE NAME                   | BAGARINAO   |  |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 7/10/1983   | 16. CITIZENSHIP<br><br>If holder of dual citizenship, please indicate the details. | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | BAYBAY, LEYTE   |  |  |
| 5. SEX                        | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female  |  |  |
| 6 CIVIL STATUS                | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS<br><br><br><br><br><br><br><br><br><br>ZIP CODE            | N/A PUROK ORCHIDS<br>House/Block/Lot No. Street<br>N/A MARCOS<br>Subdivision/Village Barangay<br>BAYBAY CITY LEYTE<br>City/Municipality Province   |
| 7. HEIGHT (m)                 | 1.59  |  |  |
| 8. WEIGHT (kg)                | 58  |  |  |
| 9. BLOOD TYPE                 | O+  |  |  |
| 10. GSIS ID NO.               | 2006219263  |  |  |
| 11. PAG-IBIG ID NO.           | 1212-0219-5153  | 18. PERMANENT ADDRESS<br><br><br><br><br><br><br><br><br><br>ZIP CODE              | N/A PUROK ORCHIDS<br>House/Block/Lot No. Street<br>N/A MARCOS<br>Subdivision/Village Barangay<br>BAYBAY CITY LEYTE<br>City/Municipality Province   |
| 12. PHILHEALTH NO.            | 13-025278101-4  |  |  |
| 13. SSS NO.                   | 33-7921508-6  |  |  |
| 14. TIN NO.                   | 482-445-147   | 19. TELEPHONE NO.  | N/A  |
| 15. AGENCY EMPLOYEE NO.       | N/A   | 20. MOBILE NO.   | 09161576758  |
|                               |   | 21. E-MAIL ADDRESS (if any)  | haide.cuevas@vsu.edu.ph  |

II. FAMILY BACKGROUND

|                          |           |                              |   |                            |
|--------------------------|-----------|------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | CUEVAS    |                              | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | MELENCIO  | NAME EXTENSION (JR., SR) JR. | MELECENT JUI B. CUEVAS                              | 6/25/2013                  |
| MIDDLE NAME              | ORENDAIN  |                              |   |                            |
| OCCUPATION               | N/A       |                              |   |                            |
| EMPLOYER/BUSINESS NAME   | N/A       |                              |   |                            |
| BUSINESS ADDRESS         | N/A       |                              |   |                            |
| TELEPHONE NO.            | N/A       |                              |   |                            |
| 24. FATHER'S SURNAME     | BAGARINAO |                              |   |                            |
| FIRST NAME               | CARLOS    | NAME EXTENSION (JR., SR) N/A |   |                            |
| MIDDLE NAME              | SORIA     |                              |   |                            |
| 25. MOTHER'S MAIDEN NAME |           |                              |   |                            |
| SURNAME                  | MILLOZA   |                              |   |                            |
| FIRST NAME               | MARGARITA |                              |   |                            |
| MIDDLE NAME              | CAYUNDA   |                              | (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                | SAN AGUSTIN ELEMENTARY SCHOOL  | PRIMARY EDUCATION                             | 1991                 | 1996 | GRADUATED                                      | 1996           | 5th Honor                             |
| SECONDARY                 | BUNGA NATIONAL HIGHSCHOOL      | HIGH SCHOOL                                   | 1996                 | 2000 | GRADUATED                                      | 2000           | NA                                    |
| VOCATIONAL / TRADE COURSE | N/A                            | N/A   | N/A                  | N/A  | N/A  | N/A            | N/A                                   |
| COLLEGE                   | VISAYAS STATE UNIVERSITY       | BACHELOR OF ANIMAL SCIENCE                    | 2009                 | 2012 | GRADUATED                                      | 2012           | NA                                    |
| 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 8, 2024 |
|-----------|---|------|--------------|

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

**(Continue on separate sheet if necessary)**


## V. WORK EXPERIENCE



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

[illegible]

**(Continue on separate sheet if necessary)**

|                  |   |             |              |
|------------------|---|-------------|--------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | July 8, 2024 |
|------------------|---|-------------|--------------|

| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S  |  |   |  |                 |   |  |
|--|--|---|--|-----------------|---|--|
| 29.  | NAME & ADDRESS OF ORGANIZATION<br>(Write in full)  | INCLUSIVE DATES<br>(mm/dd/yyyy)   |  | NUMBER OF HOURS | POSITION / NATURE OF WORK                                     |  |
|  |  | From  | To   |                 |   |  |
|  | N/A  | N/A   | N/A  | N/A             | N/A   |  |
|  |  |   |  |                 |   |  |
|  |  |   |  |                 |   |  |
|  |  |   |  |                 |   |  |
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|  |  |   |  |                 |   |  |
| (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<br>(Write in full)   | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy)                                       |  | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                     |
|  |  | From  | To   |                 |   |  |
|  | RECORDS ENCOUNTER DISASTER PREPAREDNESS AND BUSINESS CONTINUITY (RCDPBC)   | 5/14/2024   | 5/16/2024  | 24.0            | TECHNICAL   | NATIONAL ARCHIVES OF THE PHILIPPINES                           |
|  | PERSONALITY DEVELOPMENT AND DEVELOPING CUSTOMER SATISFACTION   | 6/13/2023   | 6/16/2023  | 32.0            | TECHNICAL   | PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC. (POAP) |
|  | RE-ORIENTATION SEMINAR ON THE RSP, PDS AND EDATSYSTEM OF THE MANAGEMENT INFORMATION SYSTEM (MIS)                               | 2/22/2022   | 2/22/2022  | 8.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | Mandatory Orientation and Re-Orientatation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline      | 8/25/2022   | 8/25/2022  | 4.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | ISO 9001:2015 Awareness/Re-awareness Webinar   | 9/13/2021   | 9/13/2021  | 4.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | Orientation Webinar on Employees' Duties and Responsibilities and Good Customer Services for Clerks, dDRCs and Utility Workers | 9/23/2021   | 9/23/2021  | 4.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | Orientation and Re-Cascading of Documents and Records Control Procedure Manual (PM) and Guideline (GL)                         | 9/20/2021   | 9/20/2021  | 3.5             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | Orinetation and Re-Orientatation of Academic Advisers, Department Enrolment Focal Persons and College Hotline Agents           | 7/29/2021   | 7/29/2021  | 2.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | CORONAVIRUS VACCINE: ARE YOU WILLING TO TAKE A SHOT?   | 2/23/2021   | 2/23/2021  | 8.0             | N/A   | VISAYAS STATE UNIVERSITY                                       |
|  | CONTROL YOUR RECORDS BEFORE THEY CONTROL YOU: THE BASICS OF RECORDS MANAGEMENT AND RECORDS CONTROL                             | 1/27/2021   | 1/27/2021  | 8.0             | MANAGERIAL  | VISAYAS STATE UNIVERSITY                                       |
|  | ISO 9001:2015 Awareness and Re-awareness Webinar   | 11/27/2020  | 11/27/2020   | 8.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | Webinar presentation on "Document Tracking System"   | 11/13/2020  | 11/13/2020   | 3.0             | TECHNICAL   | HUMAN RESOURCE INFORMATION SYSTEM, VSU                         |
|  | Orientation on the PRIME-HRM of the Civil Service Commission   | 7/12/2018   | 7/12/2018  | 8.0             | TECHNICAL   | HUMAN RESOURCE MANAGEMENT, VSU                                 |
|  | ISO 9001:2015 Orientation  | 5/13/2018   | 5/13/2018  | 8.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | Orinetation Among Department Based HRMP's on Personnel related Policies/Documents/Requirements                                 | 11/11/2017  | 11/11/2017   | 8.0             | TECHNICAL   | HUMAN RESOURCE MANAGEMENT, VSU                                 |
|  | Orientation Seminar of Basic Customer Service and Work Values  | 11/26/2017  | 11/26/2017   | 8.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | Orinetation on Preparation of Documents for the Internal Audit   | 7/26/2017   | 7/26/2017  | 8.0             | TECHNICAL   | VISAYAS STATE UNIVERSITY                                       |
|  | Records Management Training  | 7/6/2017  | 7/7/2017   | 16.0            | MANAGERIAL  | VISAYAS STATE UNIVERSITY                                       |
|  | Full Awareness Training Course ISO 9001:2015   | 1/26/2017   | 1/26/2017  | 16.0            | MANAGERIAL  | VISAYAS STATE UNIVERSITY                                       |
|  |  |   |  |                 |   |  |
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|  |  |   |  |                 |   |  |
|  |  |   |  |                 |   |  |
| (Continue on separate sheet if necessary)  |  |   |  |                 |   |  |
| VIII. OTHER INFORMATION  |  |   |  |                 |   |  |
| 31.  | SPECIAL SKILLS and HOBBIES   | 32.   | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33.             | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full)     |  |
|  | COMPUTER SKILLS (MS WORD, EXCEL, POWERPOINT, PUBLISHER, ETC.)  |   | N/A  |                 | SOLO PARENTS ASSOCIATION OF BAYBAY (SPAB)                     |  |
|  | GARDENING  |   |  |                 |   |  |
|  | SCRAP BOOK DESIGNING   |   |  |                 |   |  |
|  |  |   |  |                 |   |  |
| (Continue on separate sheet if necessary)  |  |   |  |                 |   |  |
| SIGNATURE  |  |  |  | DATE            | July 8, 2024  |  |

|  |  |   |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |
|--|--|---|------|---------|----------|----------------------------|------------------------------|------------|-------------------|------------------------------|------------|--------------------|------------------------------|------------|
| 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,<br>a. within the third degree?<br>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?<br><br>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><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>Date Filed: _____<br/>Status of Case/s: _____</div></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)?<br><br>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); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>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 checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____514</div> |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)   |  |   |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |
| <table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>FLORENTINO F. MORALES, JR.</td><td>DGE, VSU, Baybay City, Leyte</td><td>9614642429</td></tr><tr><td>JANNET C. BENCURE</td><td>DGE, VSU, Baybay City, Leyte</td><td>9981959629</td></tr><tr><td>EPIFANIA G. LORETO</td><td>DCE, VSU, Baybay City, Leyte</td><td>9535650600</td></tr></table>  |  |   | NAME | ADDRESS | TEL. NO. | FLORENTINO F. MORALES, JR. | DGE, VSU, Baybay City, Leyte | 9614642429 | JANNET C. BENCURE | DGE, VSU, Baybay City, Leyte | 9981959629 | EPIFANIA G. LORETO | DCE, VSU, Baybay City, Leyte | 9535650600 |
| NAME   | ADDRESS  | TEL. NO.  |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |
| FLORENTINO F. MORALES, JR.   | DGE, VSU, Baybay City, Leyte   | 9614642429  |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |
| JANNET C. BENCURE  | DGE, VSU, Baybay City, Leyte   | 9981959629  |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |
| EPIFANIA G. LORETO   | DCE, VSU, Baybay City, Leyte   | 9535650600  |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |
| 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.)<br/>PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: <b>BIR ID</b></div> <div>ID/License/Passport No.: <b>482-445-147</b></div> <div>Date/Place of Issuance: <b>08/25/17 Ormoc City</b></div>  | <div></div> <div>Signature (Sign inside the box)</div> <div>July 8, 2024</div> <div>Date Accomplished</div> | <div></div> <div></div> <div>Right Thumbmark</div>   |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |
| SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.  |  |   |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |
| <div>ATTY. RYSAN C. GUINOCOR</div> <div>Person Administering Oath</div>  |  |   |      |         |          |                            |                              |            |                   |                              |            |                    |                              |            |