

# 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	BUSTILLO		
FIRST NAME	NORIETA		NAME EXTENSION (JR., SR)
MIDDLE NAME	BATHAN		
3. DATE OF BIRTH (mm/dd/yyyy)	08/24/1963	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.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	672 ANDRES BONIFACIO House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	153 cm	18. PERMANENT ADDRESS	672 ANDRES BONIFACIO House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	60 kls	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	"B"	20. MOBILE NO.	0915-232-9310
10. GSIS ID NO.	CRN 006-0102-6412-8	21. E-MAIL ADDRESS (if any)	nbustil@yahoo.com / norieta.bustillo@vsu.edu.ph
11. PAG-IBIG ID NO.	1700-0024-3569		
12. PHILHEALTH NO.	1300-0015-0712		
13. SSS NO.	06-4231359-5		
14. TIN NO.	116-623-483		
15. AGENCY EMPLOYEE NO.	V000124		

## II. FAMILY BACKGROUND

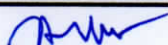
22. SPOUSE'S SURNAME	BUSTILLO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOEL	NAME EXTENSION (JR., SR)	NORIEL JOHN B. BUSTILLO	08/30/1991
MIDDLE NAME	CENTINO		NORIEL GAY B. BUSTILLO	08/05/1993
OCCUPATION	GOVERNMENT EMPLOYEE		NORIEL JED B. BUSTILLO	10/11/1995
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		NORWEL B. BUSTILLO	08/24/1999
BUSINESS ADDRESS	VISCA, BAYABAY CITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	BATHAN			
FIRST NAME	SALVADOR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ARRIOLA			
25. MOTHER'S MAIDEN NAME				
SURNAME	DIDAL			
FIRST NAME	GERTRUDES			
MIDDLE NAME	ALKUINO			

(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	BAYBAY EAST CENTRAL SCHOOL	PRIMARY Education	1969	1975		1975	none
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1975	1979		1979	none
VOCATIONAL / TRADE COURSE							
COLLEGE	DIVINE WORD UNIVERSITY OF TACLOBAN	BACHELOR OF SCIENCE IN COMMERCE - ACCOUNTING	1981	1984		1984	none
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT - BUS. MGMT	2016	2018	34 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/2/2021
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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
CAREER Service Exam -Sub Professional	0.8	04/27/1997	TACLOBAN CITY		

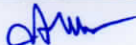
(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-00" INCREMENT)	STATUS OF APPOINTMENT	GOVT. SERVICE (Y/N)
From	To						
01/01/2021	Present	Admin Aide VI	Accounting Office/VSU	16,325.00	06-02	Permanent	Y
05/01/2020	12/31/2020	Admin Aide VI	Accounting Office/VSU	15,643.00	06-02	Permanent	Y
01/01/2020	04/30/2020	Admin Aide VI	Accounting Office/VSU	15,524.00	06-01	Permanent	Y
01/01/2019	12/31/2019	Admin Aide VI	Accounting Office/VSU	14,847.00	06-01	Permanent	Y
01/01/2018	12/31/2018	Admin Aide VI	Accounting Office/VSU	14,340.00	06-01	Permanent	Y
01/10/2017	01/02/2017	Admin Aide IV	Accounting Office/VSU	12,371.00	04-03	Permanent	Y
05/10/2016	01/02/2016	Admin Aide IV	Accounting Office/VSU	11,878.00	04-03	Permanent	Y
01/01/2015	05/09/2016	Admin Aide IV	Accounting Office/VSU	11,767.00	04-02	Permanent	Y
04/01/2013	12/31/2015	Admin Aide IV	Accounting Office/VSU	11,292.00	04-02	Permanent	Y
04/01/2012	03/31/2013	Admin Aide IV	Accounting Office/VSU	11,181.00	04-01	Permanent	Y
06/01/2011	06/30/2012	Admin Aide IV	Accounting Office/VSU	10,358.00	04-01	Permanent	Y
08/10/2010	05/31/2011	Admin Aide IV	Accounting Office/VSU	9,536.00	04-01	Permanent	Y
03/25/2010	07/31/2010	Admin Aide IV	Accounting Office/VSU	8,713.00	04-01	Permanent	Y
09/01/2009	03/24/2010	Admin Aide III	Accounting Office/VSU	8,243.00	03-02	Permanent	Y
08/01/2008	08/31/2009	Admin Aide III	Accounting Office/VSU	7,489.00	03-02	Permanent	Y
02/01/2008	07/31/2008	Admin Aide III	Accounting Office/VSU	6,808.00	03-02	Permanent	Y
07/01/2007	01/31/2008	Admin Aide III	Accounting Office/VSU	6,643.00	03-01	Permanent	Y
01/10/2005	06/30/2007	Admin Aide III	Accounting Office/VSU	6,039.00	03-01	Permanent	Y
07/01/2001	01/09/2005	Clerk 1	Supply & Property Management Division Office/Accounting Office	274.50		Casual	Y
01/01/2000	06/30/2001	Clerk 1	Supply & Property Management Division Office/ VSU	261.41		Casual	Y
01/01/1997	12/31/1999	Clerk 1	Supply & Property Management Division Office/ VSU	237.64		Casual	Y
01/01/1996	12/31/1996	Clerk 1	Supply & Property Management Division Office/ VSU	225.27		Casual	Y
01/01/1995	12/31/1995	Clerk 1	Supply & Property Management Division Office/ VSU	179.82		Casual	Y
01/01/1994	12/31/1994	Clerk 1	Supply & Property Management Division Office/ VSU	134.36		Casual	Y
07/01/1989	12/31/1993	Clerk 1	Supply & Property Management Division Office/ VSU	98.00		Casual	Y
08/23/1988	06/30/1989	Clerk 1	Supply & Property Management Division Office/ VSU	32.85		Casual	Y
02/01/1986	05/31/1988	Clerk	Municipal Assessor's Office, BaybayCity	7.00		Job Order	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/2/2021
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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				

(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			
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020		4 hrs		QAC/VSU
	Financial Literacy Seminar	01/16/2020		4 hrs		GSIS/MAASIN CITY
	Training on Identification of Proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Request Module of the SPPMIS	08/28/2020		4 hrs		OVPARGAS, VSU
	Laws and Rules on Government Expenditures (LARGE)	10/01/2019	10/04/2019	32 hrs		COA, RO VIII
	Association of Government Accountants of the Philippines, Inc. Convention- Seminar	10/17/2018	10/20/2018	32 hrs		AGAP
	Gender Sensivity Training for the Administrative and Support Staff	09/11/2018		4 hrs		VSU GAD
	Target Setting Workshop	08/21/2018		4 hrs		VSU GAD
	Induction/Orientation Program of Newly Hired Faculty & Staff Into the VSU System	09/04/2017		8 hrs		VSU GAD
	Implementation on th Use of Government Accounting Manual (GAM) for NGA's	08/14/2017	08/18/2017	40 hrs		COA, RO VIII
	Orientation on Preparation of Documents for the Internal Audit	07/26/2017		8 hrs		QAC/VSU
	Philippine Public Sector Accounting Standards (PPSAS) and the Revised Chart of Accounts (RCA)- National	05/29/2017	06/02/2017	40 hrs		COA, Region VIII
	OVPAP Strategic Planning Workshop	02/15/2017	02/16/2017	16 hrs		OVPAP, VSU
	Unified Accounts Code Structure (UACS) Application Course Training Program	11/04/2014	11/06/2014	24 hrs		DBM, Region 08
	1st PAGBA Quarterly Seminar and Meeting with the thewme, "Public Financial Manangement and Climate Change Rwsillency Towards Responsive and Transparent Governance"	04/23/2014	04/26/2014	32 hrs		COA, DBM and Other Related Agencies







(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 / playing games				LSU-AdPA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/2/2024
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<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>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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MR NICK FREDDY R. BELLO</td> <td>VSU, VISCA, BAYBAY CITY</td> <td></td> </tr> <tr> <td>MS. LOUELLA C. AMPAC</td> <td>BAYBAY CITY, LEYTE</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MR NICK FREDDY R. BELLO	VSU, VISCA, BAYBAY CITY		MS. LOUELLA C. AMPAC	BAYBAY CITY, LEYTE						
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MR NICK FREDDY R. BELLO	VSU, VISCA, BAYBAY CITY														
MS. LOUELLA C. AMPAC	BAYBAY CITY, LEYTE														
<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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<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: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>															