

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 () ☐d 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	LORETO		
FIRST NAME	GINA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ARCIGA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/30/1967	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<input 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	Malinao, Albay		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married	17. RESIDENTIAL ADDRESS ZIP CODE	20 Jose P. Laurel Street
	<input type="checkbox"/> Widowed <input type="checkbox"/> Separated		House/Block/Lot No. Street
Other/s:			Regino Palermo Sr., Zone-5
			Subdivision/Village Barangay
			Baybay City Leyte
			City/Municipality Province
7. HEIGHT (m)	1.6	18. PERMANENT ADDRESS ZIP CODE	20 Jose P. Laurel Street
8. WEIGHT (kg)	64		House/Block/Lot No. Street
9. BLOOD TYPE	"O"		Regino Palermo Sr., Zone-5
10. GSIS ID NO.	003-0702713-6		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1210-52160263		Baybay City Leyte
12. PHILHEALTH NO.	13-025059592-2		City/Municipality Province
13. SSS NO.	33-0702713-6	19. TELEPHONE NO.	None
14. TIN NO.	129-063-216	20. MOBILE NO.	0905-8946608
15. AGENCY EMPLOYEE NO.	V01142	21. E-MAIL ADDRESS (if any)	gina.loreto@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LORETO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELBIN	NAME EXTENSION (JR., SR)	LEIGH JEANNE A. LORETO	07/03/1999
MIDDLE NAME	SUAN		LEANNE MARIE A. LORETO	03/13/2001
OCCUPATION	Private Architect/Master Plumber		LEJOHN OWEN A. LORETO	10/27/2005
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.	0967-7005398			
24. FATHER'S SURNAME	ARCIGA			
FIRST NAME	MATIAS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CAÑA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BOTON			
FIRST NAME	FELICITACION			
MIDDLE NAME	CARISO		(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	BARANGKA ELEMENTARY SCHOOL	PRIMARY	1975	1981	Graduted	1981	N/A
SECONDARY	QUIRINO HIGH SCHOOL	SECONDARY	1981	1985	Graduted	1985	N/A
VOCATIONAL /	N/A						
COLLEGE	PHILIPPINE SCHOOL OF BUSINESS ADMINISTRATION (PSBA)	BSBA-Accounting	1985	1989	Graduted	1989	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 9, 2024
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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		
General Parents -Teachers & Community Association - Baybay 1 Central School	07/01/2010	06/30/2012		President
Barangay Treasurer Association - Baybay City Chapter	12/01/2012	11/30/2013		President

(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			
Learning Management System (LMS)	12/02/2024	12/03/2024	8 hours	Technical	K2C General Merchandise, Libon, Albay
Sparkling Spaces: Mastering the Art of Housekeeping (Batch 1)	03/26/2024	03/26/2024	8 hours	Foundation	Human Resource Management Office, Visayas State University, Baybay City, Leyte
Women Inspiring Women Forum	03/22/2024	03/22/2024	4 hours	Foundation	Gender Resource Center-Visayas State University
ISO 9001:2015 Awareness/Re-awareness Seminar	08/29/2023	08/29/2023	8 hours	Technical	Visayas State University, Visca, Baybay City
Laws and Rules on Government Expenditures (LARGE)	10/25/2022	10/28/2022	32 hours	Technical	Commission on Audit RO No. VIII, Palo, Leyte
ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	8 hours	Technical	Visayas State University, Visca, Baybay City
Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/22/2022	4 hours	Financial	Department of Health Eastern Visayas Center for Health Development
WEBINAR On Inception Meeting "RAISE" Project	01/28/2022	01/28/2022	4 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
WEBINAR On Financial Management	07/06/2021	07/07/2021	16 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
WEBINAR "RA 11313 Safe Spaces Act"	12/10/2020	12/10/2020	3 hours	Foundation	Visayas State University-Institute of Strategic Research and Development Studies
WEBINAR "Seminar on Financial Management"	12/02/2020	12/03/2020	16 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
WEBINAR "ISO 9001:2015 Awareness/Re-awareness"	11/27/2020	11/27/2020	4 hours	Technical	Visayas State University, Visca, Baybay City
Strategic Planning Workshop for ODFM	07/22/2020	07/24/2020	24 hours	Managerial	Visayas State University-Office of the Director for Administration and Human Resource Development (ODAHRD)
Seminar on Financial Management	10/08/2019	10/08/2019	16 hours	Financial	DOST-PCAARRD, Los Baños, Laguna
Orientation of Newly-Hired Admin Personnel	09/02/2019	09/02/2019	8 hours	Technical	Visayas State University, Visca, Baybay City
Project Inception Meeting "Enhancing Livelihoods through Forest and Landscape Restoration (ACIAR/ASEM/2016/103)"	05/03/2019	05/03/2019	8 hours	Financial	DOST-PCAARRD, Los Baños, Laguna
Project Inception Meeting "Mainstreaming Knowledge Management for the AANR Sector"	06/20/2019	06/20/2019	8 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
Target Setting Workshop	08/20/2018	08/21/2018	24 hours	Technical	Visayas State University
Seminar-Workshop on 5S & Records Management	02/18/2017	02/18/2017	08 hours	Technical	College of Engineering - Visayas State University
Gender and Development Reorientation	09/16/2016	09/16/2016	08 hours	Foundation	Visayas State University-Institute of Strategic Research and Development Studies
2013 Annualized Mandatory Local Government Unit/Barangay Financial Compliance and Advanced Fiscal Management Program	02/25/2013	02/28/2013	24 hours	Financial	Sangguniang Barangay
2013 Provincial Convention of the Liga Ng Mga Barangay sa Pilipinas	09/19/2013	09/20/2013	16 hours	Technical	Liga Ng Mga Barangay, Leyte Chapter

(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)
Operate copier, fax machine, computer , scanner	Baybay 1 Central School Award in support to 2011-2012 Graduation Exercises as President	ADPA
Watching TV, Dancing, Singing & Social Media		VSUCC

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 9, 2024
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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, a. within the third degree? 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? 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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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)? 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: a. Are you a member of any indigenous group? b. Are you a person with disability? 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 type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			
NAME		ADDRESS	TEL. NO.
Engr. Mario Lilio P. Valenzona		VSU-Physical Plant Office	0917-6341514
Ms. Miriam M. De La Torre		VSU-University Registrar	0932-7733751
Mr. Nick Freddy R. Bello		VSU-Accounting Office	0929-2255015
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.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: GSIS-UMID</div> <div>ID/License/Passport No.: 003-3070-2713-6</div> <div>Date/Place of Issuance: Tacloban City</div>		<div></div> <div>Signature (Sign inside the box)</div> <div>December 9, 2024</div> <div>Date Accomplished</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></div> <div>Person Administering Oath</div>			



PHOTO