

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	ESCUADRA		
	FIRST NAME	JAMES	NAME EXTENSION (JR., SR) N/A
	MIDDLE NAME	BALBARINO	
3. DATE OF BIRTH (mm/dd/yyyy)	8/7/1995	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	BAYBAY CITY, LEYTE		Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married	17. RESIDENTIAL ADDRESS	R. MAGSAYSAY AVE.
	<input type="checkbox"/> Widowed <input type="checkbox"/> Separated		House/Block/Lot No. Street
	<input type="checkbox"/> Other/s:		ZONE 22
			Subdivision/Village Barangay
7. HEIGHT (m)	1.55		BAYBAY LEYTE
8. WEIGHT (kg)	64	ZIP CODE	City/Municipality Province
9. BLOOD TYPE	A+		6521
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS	R. MAGSAYSAY AVE.
11. PAG-IBIG ID NO.	917-6629-5767		House/Block/Lot No. Street
12. PHILHEALTH NO.	13-025417841-2		ZONE 22
			Subdivision/Village Barangay
13. SSS NO.	N/A	19. TELEPHONE NO.	BAYBAY LEYTE
14. TIN NO.	330 673 263 000		City/Municipality Province
15. AGENCY EMPLOYEE NO.	N/A		6521
		20. MOBILE NO.	+63 963 376 3308
		21. E-MAIL ADDRESS (if any)	james.escuadra@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BUG-ATAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
	FIRST NAME	MARJORIE			NAME EXTENSION (JR., SR) N/A
	MIDDLE NAME	BUQUIRAN			
OCCUPATION	INSTRUCTOR				
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY				
BUSINESS ADDRESS	BRGY. PANGASUGAN, BAYBAY CITY, LEYTE				
TELEPHONE NO.	+ 63 53 565 0600 Local 1021				
24. FATHER'S SURNAME	ESCUADRA				
	FIRST NAME	RENANTE			NAME EXTENSION (JR., SR) N/A
	MIDDLE NAME	TANO			
25. MOTHER'S MAIDEN NAME	BALBARINO				
	SURNAME	ESCUADRA			
	FIRST NAME	VIOLETA			
	MIDDLE NAME	CAAGAY	(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	CARLOS P. GARCIA ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	GRADUATED	2008	WITH HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2008	2012	GRADUATED	2012	N/A
VOCATIONAL /	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	2012	2014	3 SEMESTERS	N/A	N/A
	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	2018	ONGOING	95 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 1, 2023
-----------	--	------	--------------

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			
Accident Investigation	3/16/23	3/16/23	2.0	Technical	Department of Information and Computer Technology
Electrical Safety in the Workplace	3/9/23	3/9/23	2.0	Technical	Department of Information and Computer Technology
Exploration and Utilizaion of Google Workspace	1/21/23	1/21/23	4.0	Technical	Department of Information and Computer Technology
Emergency Communication Systems	1/19/23	1/19/23	2.0	Technical	Department of Information and Computer Technology
Practices and Trends in ICT Management and Operations	11/14/22	11/16/22	6.0	Technical	Department of Information and Computer Technology
Critical Thinking Skills in the Age of Misinformation	11/25/22	11/26/22	6.0	Technical	Department of Information and Computer Technology
The Bits and Bytes of Computer Networking	7/25/22	8/25/22	1 Month	Technical	Department of Information and Computer Technology and Coursera
Technical Support Fundamentals	4/10/22	5/10/22	1 Month	Technical	Department of Information and Computer Technology and Coursera
Netiquettes: Code of Good Behavior	4/8/22	4/8/22	3.0	Technical	Department of Information and Computer Technology
Digital Literacy	4/4/22	4/8/22	15.0	Technical	Department of Information and Computer Technology
Adminstrative Excellence - Advancement and Preparedness of Future Administrative Professional	4/4/22	4/4/22	3.0	Technical	Cavite State University
Customer Service Fundamentals	3/23/22	4/23/22	1 Month	Technical	Department of Information and Computer Technology and Coursera
Time Management for Personal and Professional Productivity	3/14/22	4/14/22	1 Month	Technical	Department of Information and Computer Technology and Coursera
Cybersecurity 101	10/27/21	10/27/21	6.0	Technical	Department of Information and Computer Technology
Boost Your Productivity with Google Workspace	10/25/21	10/26/21	6.0	Technical	Department of Information and Computer Technology
Digital Governance and Management Training	10/19/21	10/22/21	12.0	Technical	Department of Information and Computer Technology
Webinar on Ultimate Customer Service	10/12/21	10/12/21	3.0	Technical	Department of Trade and Industry
Public Speaking and Good Manners	9/24/21	9/24/21	3.0	Technical	Department of Information and Computer Technology
ICT Specialized Course Training for Non-Teaching School Staff	9/23/21	9/24/21	3.0	Technical	Department of Information and Computer Technology
Building a Cybersecurity Framework Towards a Secured Organization	9/2/21	9/2/21	3.0	Technical	Department of Information and Computer Technology
Computer Hardware and Systems Servicing	8/23/21	8/24/21	6.0	Technical	Department of Information and Computer Technology
Foundations of Computer Response Team	6/29/21	6/30/21	6.0	Technical	Department of Information and Computer Technology
ICT Project Management	6/21/22	6/25/21	15.0	Technical	Department of Information and Computer Technology
Cybersecurity Competency Framework	6/7/21	6/11/21	15.0	Technical	Department of Information and Computer Technology
Basic and Advanced Office 365 Productivity Tools	6/1/21	6/5/21	15.0	Technical	Department of Information and Computer Technology
Data Privacy and Protection Training	6/2/21	6/3/21	6.0	Technical	Department of Information and Computer Technology
Digital Transformative Technologies Training	4/12/21	4/16/21	15.0	Technical	Department of Information and Computer Technology
Gender Sensitivity in the Workplace	3/26/21	3/26/21	3.0	Technical	National Historical Commission of the Philippines
Cybersecurity Awareness and Data Privacy	2/5/21	2/5/21	6.0	Technical	Department of Information and Computer Technology
The Basics of Records Management and Records Control	1/27/21	1/27/21	6.0	Technical	Department of Science and Technology
(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)	

PROFICIENT IN MICROSOFT OFFICE APPLICATIONS	N/A	ENCODER'S CLUB
ADVANCED BEGINNER IN COMPUTER-RELATED TROUBLESHOOTING & NETWORKING		
COMPETENT IN CUSTOMER SERVICE		
PROFICIENT IN MOTORCYCLE DRIVING		
COMPETENT IN ADMINISTRATIVE SERVICES AND OFFICE UPKEEP		
(Continue on separate sheet if necessary)		
SIGNATURE		DATE
		June 1, 2023

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 checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: <div>END OF CONTRACT</div></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)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>NANCY V. DUMAGUING</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09268014558</td></tr><tr><td>VENICE B. IBAÑEZ</td><td>BRGY. GABAS, BAYBAY CITY, LEYTE</td><td>09356585386</td></tr><tr><td>HANNAH MAE E. QUIMBO</td><td>BRGY. KILIM, BAYBAY CITY, LEYTE</td><td>09155900211</td></tr></table>		NAME	ADDRESS	TEL. NO.	NANCY V. DUMAGUING	VISCA, BAYBAY CITY, LEYTE	09268014558	VENICE B. IBAÑEZ	BRGY. GABAS, BAYBAY CITY, LEYTE	09356585386	HANNAH MAE E. QUIMBO	BRGY. KILIM, BAYBAY CITY, LEYTE	09155900211
NAME	ADDRESS	TEL. NO.											
NANCY V. DUMAGUING	VISCA, BAYBAY CITY, LEYTE	09268014558											
VENICE B. IBAÑEZ	BRGY. GABAS, BAYBAY CITY, LEYTE	09356585386											
HANNAH MAE E. QUIMBO	BRGY. KILIM, BAYBAY CITY, LEYTE	09155900211											
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 Government Issued ID: 3857-1079-3269-4509 ID/License/Passport No.: PHILIPPINE IDENTIFICATION CARD Date/Place of Issuance: BAYBAY CITY, LEYTE</div>	<div><div>Signature (Sign inside the box) June 1, 2023 Date Accomplished</div><div>Right Thumbmark</div></div>												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. <div>Person Administering Oath</div>													