

# 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	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	<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, LEYTE	If holder of dual citizenship, please indicate the details.	Poland ▼
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	N/A    PUROK ORCHIDS House/Block/Lot No.    Street N/A    MARCOS Subdivision/Village    Barangay BAYBAY CITY    LEYTE City/Municipality    Province
7. HEIGHT (m)	1.59	ZIP CODE	6521
8. WEIGHT (kg)	55		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A    PUROK ORCHIDS House/Block/Lot No.    Street N/A    MARCOS Subdivision/Village    Barangay BAYBAY CITY    LEYTE City/Municipality    Province
10. GSIS ID NO.	2006219263	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0219-5153		
12. PHILHEALTH NO.	13-025278101-4		
13. SSS NO.	33-7921508-6	19. TELEPHONE NO.	N/A
14. TIN NO.	482-445-147	20. MOBILE NO.	09161576758
15. AGENCY EMPLOYEE NO.	N/A	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	February 10, 2024
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**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

28	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)

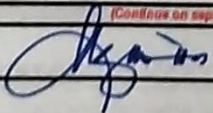
30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	PERSONALITY DEVELOPMENT AND DEVELOPING CUSTOMER SATISFACTION	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-Orientation 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
	Orientation and Re-Orientation of Academic Advisers, Department Enrollment 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
	Orientation 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
	Orientation 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

(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 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	February 10, 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)?

YES  NO  
 YES  NO  
 If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  
 b. Have you been criminally charged before any court?

YES  NO  
 If YES, give details: \_\_\_\_\_

YES  NO  
 If YES, give details:  
 Date Filed: \_\_\_\_\_  
 Status of Case/s: \_\_\_\_\_

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

YES  NO  
 If YES, give details: \_\_\_\_\_

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?

YES  NO  
 If YES, give details: \_\_\_\_\_

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?

YES  NO  
 If YES, give details: \_\_\_\_\_

YES  NO  
 If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?

YES  NO  
 If YES, give details (country): \_\_\_\_\_

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?

YES  NO  
 If YES, please specify: \_\_\_\_\_

YES  NO  
 If YES, please specify ID No: \_\_\_\_\_

YES  NO  
 If YES, please specify ID No: \_\_\_\_\_ 514

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL NO.
FLORENTINO F. MORALES, JR.	DGE, VSU, Baybay City, Leyte	9614642429
JANNET C. BENCURE	DGE, VSU, Baybay City, Leyte	9981959629
MARTIN JAN E. MERCURIO	DGE, VSU, Baybay City, Leyte	9555376742



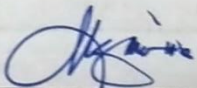
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
 PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **BIR ID**

ID/License/Passport No.: **482-445-147**

Date/Place of Issuance: **08/25/17 Ormoc City**

  
 Signature (Sign inside the box)  
 February 10, 2024  
 Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. RYSAN C. GUINOCOR**  
 Person Administering Oath