

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 | ESGUERRA | | |
| FIRST NAME | ERLY | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | SACRO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 03/09/1992 | 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. | Philippines |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | 17. RESIDENTIAL ADDRESS | 189 EMILIO JACINTO ST. House/Block/Lot No. Street N/A Poblacion Zone 23 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521 |
| 6. CIVIL STATUS | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 18. PERMANENT ADDRESS | 189 EMILIO JACINTO ST. House/Block/Lot No. Street N/A Poblacion Zone 23 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521 |
| 7. HEIGHT (m) | 1.62 | 19. TELEPHONE NO. | N/A |
| 8. WEIGHT (kg) | 59.00 | 20. MOBILE NO. | 981-530-403 |
| 9. BLOOD TYPE | O | 21. E-MAIL ADDRESS (if any) | erly.esguerra@vsu.edu.ph |
| 10. GSIS ID NO. | 021169538893 | | |
| 11. PAG-IBIG ID NO. | 121173699334 | | |
| 12. PHILHEALTH NO. | 130001109813 | | |
| 13. SSS NO. | N/A | | |
| 14. TIN NO. | 426623151 | | |
| 15. AGENCY EMPLOYEE NO. | V00904 | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|---------------------|---------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | N/A | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | N/A | NAME EXTENSION (JR., SR) N/A | N/A | N/A |
| MIDDLE NAME | N/A | | | |
| OCCUPATION | N/A | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | ESGUERRA | | | |
| FIRST NAME | EFREN | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | NUÑEZ | | | |
| 25. MOTHER'S MAIDEN NAME | ERLINDA BITOY SACRO | | | |
| SURNAME | ESGUERRA | | | |
| FIRST NAME | ERLINDA | | | |
| MIDDLE NAME | SACRO | | | |

(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 North Central School | Elementary | 1998 | 2004 | | 2004 | N/A |
| SECONDARY | Visayas State University Laboratory High School | High School | 2004 | 2008 | | 2008 | N/A |
| VOCATIONAL/ TRADE COURSE | N/A | | | | | | |
| COLLEGE | Visayas State University | Bachelor of Science in Agribusiness | 2008 | 2012 | | 2012 | N/A |
| GRADUATE STUDIES | Visayas State University | Master of Business Administration | 2014 | | | | N/A |

(Continue on separate sheet if necessary)

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|-----------|---|------|------------|
| SIGNATURE |  | DATE | 07/16/2023 |
|-----------|---|------|------------|

| 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 |
| | Licensed Agriculturist | 78.17 | 07/09/2012 | TACLOBAN CITY | 0015954 | 03/09/2021 |
| | Civil Service Examination Professional Level | 80.89 | 10/13/2013 | TACLOBAN CITY | N/A | N/A |
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V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

| | | | |
|---|---|------|------------|
| (Continue on separate sheet if necessary) | | | |
| SIGNATURE |  | DATE | 07/16/2023 |

July 3

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 |
| | | | | | |
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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 (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 | | | |
| | Employee Skill Enhancement: A Supervisory Development Seminar | 06/13/2023 | 06/16/2023 | 32 | Supervisory | Personnel Officers Association of the Philippines, Inc. (POAP) |
| | GACPA's 44th Annual National Convention and Seminar. | 05/24/2023 | 06/26/2023 | 24 | Technical | Government Association of Certified Public Accountants, Inc. (GACPA) |
| | GSIS Insurance Orientation for Property and Budget Officers | 04/13/2023 | 04/13/2023 | 8 | Technical | GSIS Maasin |
| | Orientation/Re-orientation of Duties and Responsibilities as dDRCs and alternate dDRCs and Cascading of Documented and Records Control Documented Information | 09/07/2022 | 09/07/2022 | 4 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | ISO 9001:2015 Awareness/Reawareness | 08/31/2022 | 08/31/2022 | 3 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | Webinar on Typhoon Awareness and Calamity Readiness | 06/29/2022 | 06/29/2022 | 4 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | Virtual Awareness Seminar on RA No.11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) | 06/28/2022 | 06/28/2022 | 4 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | Kaalam: Creative Forms and Narratives of the Contemporary | 03/09/2022 | 03/09/2022 | 4 | Technical | Institute of Human Kinetics, Visayas State University |
| | QMS Portal Orientation | 02/24/2022 | 02/24/2022 | 3 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | Orientation and Re-orientation of the Internal Documented Information | 02/15/2022 | 02/15/2022 | 3 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | ISO 9001:2015 Awareness/ Re-awareness Webinar | 09/13/2021 | 09/13/2021 | 4 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | Target Setting Workshop | 08/20/2018 | 08/21/2018 | 16 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers | 07/30/2018 | 07/31/2018 | 16 | Technical | GPPB, DBM RO VII, Region 8 Association of Local Budget Officers Inc. |
| | Gender Sensitivity Trainer's Training for the Academe | 07/09/2018 | 07/10/2018 | 16 | Technical | Gender and Development, Visayas State University |
| | Full Length Training on R.A.9154 & 2016 Revised Implementing Rules and Regulations | 09/06/2017 | 09/08/2017 | 24 | Technical | GPPB, DBM RO VII, Region 8 Association of Local Budget Officers Inc. |
| | Orientation on Preparation of Documents for the Internal Audit | 07/26/2017 | 07/26/2017 | 8 | Technical | Office of the President, Visayas State University |
| | Re-orientation on the SS Internal Audit Requirements | 06/22/2017 | 06/22/2017 | 8 | Technical | Office of the President, Visayas State University |

PLEASE SEE ATTACHMENT A

(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) |
|-----|--|-----|--|-----|---|
| | Accounting | | N/A | | Oasis of Love |
| | • Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills | | | | Singles for Christ |
| | | | | | VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA) |
| | | | | | Parish Renewal Experience |
| | | | | | |
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(Continue on separate sheet if necessary)

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| SIGNATURE |  | DATE | 07/16/2023 |
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Attachment A.1

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

| <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> <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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Louella C. Ampac</td> <td>VSU, Baybay City, Leyte</td> <td>563-7189</td> </tr> <tr> <td>Jessamine C. Ecleo</td> <td>VSU, Baybay City, Leyte</td> <td>563-7190</td> </tr> <tr> <td>Nilo Leorma</td> <td>VSU, Baybay City, Leyte</td> <td></td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | Louella C. Ampac | VSU, Baybay City, Leyte | 563-7189 | Jessamine C. Ecleo | VSU, Baybay City, Leyte | 563-7190 | Nilo Leorma | VSU, Baybay City, Leyte | |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | |
| Louella C. Ampac | VSU, Baybay City, Leyte | 563-7189 | | | | | | | | | | | |
| Jessamine C. Ecleo | VSU, Baybay City, Leyte | 563-7190 | | | | | | | | | | | |
| Nilo Leorma | VSU, 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> | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: PASSPORT</td> </tr> <tr> <td>ID/License/Passport No.: P7785443A</td> </tr> <tr> <td>Date/Place of Issuance: 07/13/2018 / TACLOBAN CITY</td> </tr> </table> | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance | Government Issued ID: PASSPORT | ID/License/Passport No.: P7785443A | Date/Place of Issuance: 07/13/2018 / TACLOBAN CITY | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> Signature (Sign inside the box) </td> </tr> <tr> <td style="text-align: center;"> 07/16/2023 Date Accomplished </td> </tr> </table> | Signature (Sign inside the box) | 07/16/2023 Date Accomplished | | | | | | |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance | | | | | | | | | | | | | |
| Government Issued ID: PASSPORT | | | | | | | | | | | | | |
| ID/License/Passport No.: P7785443A | | | | | | | | | | | | | |
| Date/Place of Issuance: 07/13/2018 / TACLOBAN CITY | | | | | | | | | | | | | |
| Signature (Sign inside the box) | | | | | | | | | | | | | |
| 07/16/2023 Date Accomplished | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> Right Thumbmark </td> </tr> </table> | | Right Thumbmark | | | | | | | | | | | |
| Right Thumbmark | | | | | | | | | | | | | |
| <p>SUBSCRIBED AND SWORN to before me this <u>19 7 JUL 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: center;"> ATTY. RYAN C. GUINOCOR Legal Officer Person Administering Oath </td> </tr> </table> | | ATTY. RYAN C. GUINOCOR Legal Officer Person Administering Oath | | | | | | | | | | | |
| ATTY. RYAN C. GUINOCOR Legal Officer Person Administering Oath | | | | | | | | | | | | | |