

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 () ☐ 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	NAPOLLES		
FIRST NAME	HOMER LOIS		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	PUERIN		
3. DATE OF BIRTH (mm/dd/yyyy)	27 11 1988	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: Philippines
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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:		
7. HEIGHT (m)	1.70	17. RESIDENTIAL ADDRESS	PUROK 2 House/Block/Lot No. Street GABAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	86.50	18. PERMANENT ADDRESS	PUROK 2 House/Block/Lot No. Street GABAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
9. BLOOD TYPE	B+		
10. GSIS ID NO.	2005383943		
11. PAG-IBIG ID NO.	121216642173		
12. PHILHEALTH NO.	130251216747		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	279712957	20. MOBILE NO.	0915-960-1859
15. AGENCY EMPLOYEE NO.	V01065	21. E-MAIL ADDRESS (if any)	homerlois.napoles@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NAPOLLES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JANET	NAME EXTENSION (JR., SR)	JUSTIN HOLMES C. NAPOLLES	30 12 2014
MIDDLE NAME	CAWALING		JANNU LOUIS C. NAPOLLES	18 03 2020
OCCUPATION	PRIVATE EMPLOYEE			
EMPLOYER/BUSINESS NAME	EIGHT UNDER PAR			
BUSINESS ADDRESS	PUERTO PRINCESA CITY, PALAWAN			
TELEPHONE NO.	0927-487-9854			
24. FATHER'S SURNAME	NAPOLLES			
FIRST NAME	HENRY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MARQUEZ			
25. MOTHER'S MAIDEN NAME	LYDIA TAGUD PUERIN			
SURNAME	NAPOLLES			
FIRST NAME	LYDIA			
MIDDLE NAME	PUERIN		(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	ALPHA CHRISTIAN SCHOOL	ELEMENTARY	1994	2000	Graduated	2000	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2000	2004	Graduated	2004	
VOCATIONAL / TRADE COURSE	ORMOC CITY TECHNOLOGICAL MANPOWER TRAINING AND RESEARCH CENTER, ORMOC CITY	AUTOMOTIVE SERVICING	2014	2014	NC II	2014	
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2007	2018	Graduated	2018	
GRADUATE STUDIES	COLLEGE OF MAASIN	MASTER IN PUBLIC ADMINISTRATION	2021		27		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 2, 2023
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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 SUB-PROFESSIONAL	86.25	19 05 2014	CIRILO ROY MONTEJO NATIONAL HIGH SCHOOL, TACLOBAN CITY	N/A	N/A
	CAREER SERVICE PROFESSIONAL	83.90	27 05 2016	EASTERN VISAYAS STATE UNIVERSITY, TACLOBAN CITY	N/A	N/A

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 2, 2023
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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	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			
	Training-Workshop on Risk Assessment	9 11 2023	9 12 2023	16.0	Technical	Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	08 29 2023	08 29 2023	8.0	Technical	Visayas State University
	12th National Convention and Seminar-Workshop of th National Association of Registrars of State Universities and Colleges (NARSUC), Inc.	04 19 2023	04 21 2023	24.0	Managerial	National Association of Registrars of State Universities and Colleges (NARSUC), Inc.
	ISO 9001:2015 Awareness/Re-awareness Virtual Seminar	02 15 2023	02 15 2023	8.0	Technical	Visayas State University
	Mandatory Orientation and Re-Orientation of Academic Advisers, and Department Enrolment Focal Persons, 2nd Semester A.Y. 2022-2023	10 02 2023	10 02 2023	8.0	Instruction	Visayas State University
	Training-Workshop on Risk Assessment	24 11 2022	25 11 2022	16.0	Technical	Visayas State University
	2022 HEI Registrars and Records Officers' Convergence in Region VIII	7 11 2022	7 11 2022	8.0	Technical	Eastern Visayan Registrars Association of Higher Education Institutions and Commission on Higher Education Regional Office VIII
	Padayon Estudiante	12 09 2022	13 09 2022	8.0	Instruction	Visayas State University
	Hands-Only Cardiopulmonary Resuscitation	21 07 2022	22 07 2022	16.0	Technical	Department of Health and Visayas State University
	Disaster Risk Reduction and Management (DRRM) Training for LGU - Baybay City, Leyte	4 06 2022	4 06 2022	8.0	Technical	Korea International Cooperation Agency and Philippine KOICA Fellows Association, Inc.
	Virtual Data Privacy Act of 2012 Awareness Seminar	7 04 2022	7 04 2022	8.0	Technical	Visayas State University
	VSU Graduate School Onboarding for Faculty and Students	24 02 2022	24 02 2022	8.0	Instruction	Visayas State University
	Personal Equity and Retirement Account	16 06 2021	16 06 2021	8.0	Technical	Bangko Sentral ng Pilipinas (Online)
	Personal Financial Management	15 06 2021	15 06 2021	8.0	Technical	Bangko Sentral ng Pilipinas (Online)
	Role of the BSP and Recent Economic Developments	14 06 2021	14 06 2021	8.0	Technical	Bangko Sentral ng Pilipinas (Online)
	ISO 9001:2015 Awareness/Reawareness	27 11 2020	27 11 2020	8.0	Technical	Visayas State University
	Capacity Building on Land Use Development and Infrastructure Planning (Phase II)	27 01 2020	31 01 2020	40.0	Technical	Visayas State University
	Human Resource Management Information System (HRMIS) Cyber Security Training	18 12 2019	19 12 2019	16.0	Technical	Visayas State University
	Workshop on Land Use Development and Infrastructure Plan and Capability Building	9 12 2019	13 12 2019	40.0	Technical	Visayas State University
	Human Resource Management Information System (HRMIS) Presentation and Training of the Developed Recruitment, Selection, and Placement (RSP), Personal Data Sheet (PDS), and Plantilla System	26 11 2019	26 11 2019	8.0	Technical	Visayas State University
	Cyber Security Essentials	1 10 2019	4 10 2019	32.0	Technical	Department of Information and Communications Technology - Valenzuela Campus
	Introduction to Cybersecurity	2 09 2019	3 09 2019	16.0	Technical	Department of Information and Communications Technology - Valenzuela Campus
	Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	20 08 2019	20 08 2019	8.0	Technical	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 Programming, Driving, Problem Solving, Microsoft Office Application, Photoshop, Logo Design, Web Development, Sudoku Solving	Top Trainee		Visayas State University Administrative Personnel Association		
		Top the Career Service Examination for Subprofessional Level		Visayas State University Credit Cooperative		
				National Association of Registrars of State Universities and Colleges (NARSUC), Inc.		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	December 2, 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><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></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><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></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><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></div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>MIRIAM M. DE LA TORRE</td><td>University Registrar, Visayas State University</td><td></td></tr><tr><td>BERTA C. RATILLA</td><td>Department of Agronomy, Visayas State University</td><td></td></tr><tr><td>MAGDALENE C. UNAJan</td><td>Department of Computer Science and Technology, Visayas State University</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	MIRIAM M. DE LA TORRE	University Registrar, Visayas State University		BERTA C. RATILLA	Department of Agronomy, Visayas State University		MAGDALENE C. UNAJan	Department of Computer Science and Technology, Visayas State University	
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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><div>PHOTO</div></div> <div><div><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: DRIVER'S LICENSE</div><div>ID/License/Passport No.: H12-10-001764</div><div>Date/Place of Issuance: 11-26-2021 LTO Baybay, Leyte</div></div><div><div></div><div>Signature (Sign inside the box)</div><div>December 2, 2023</div><div>Date Accomplished</div></div><div><div></div><div>Right Thumbmark</div></div></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>														