

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 if accomplished through own handwriting. Tick appropriate boxes ☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

I. PERSONAL INFORMATION

1. SURNAME	ROMO		
2. FIRST NAME	ANAROSE		NAME EXTENSION (JR., SR)
MIDDLE NAME	BAÑOC		
3. DATE OF BIRTH (dd/mm/yyyy)	3/28/2000	16. CITIZENSHIP	<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	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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:	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A GAKAT Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.56	ZIP CODE	6521
8. WEIGHT (kg)	43		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A GAKAT Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. UMID ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121307900358		
12. PHILHEALTH NO.	13-025622939-1		
13. PhilSys Number (PSN):	06-4487061-2	19. TELEPHONE NO.	N/A
14. TIN NO.	613-726-997	20. MOBILE NO.	09510453611
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	anaroseromo@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	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	ROMO			
FIRST NAME	ANANIAS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	WENCESLAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	BAÑOC			
FIRST NAME	ROSITA			
MIDDLE NAME	SAMBERE		(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	GAKAT ELEMENTARY SCHOOL	ELEMENTARY	2006	2012	N/A	2012	Valedictorian
SECONDARY	BAYBAY NATIONAL HS AND BAYBAY CITY SHS	K-12	2013	2018	N/A	2018	With Honors
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2018	2022	N/A	2022	Cum Laude
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Valid Until
	HONOR GRADUATE ELIGIBILITY	N/A	10/27/2022	CSC RO VII	100108220958 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.						
28.	INCLUSIVE DATES (dd/mm/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To				
	8/1/2025	Present	Science Research Assistant	Regional Climate Change Research and Development Center- VSU	Job Order	Y
	1/1/2025	7/31/2025	Clerk	Regional Climate Change Research and Development Center- VSU	Job Order	Y
	4/10/2023	12/31/2024	Administrative Aide III	Quality Assurance Center- VSU	Job Order	Y
	10/19/2022	10/21/2022	Research Enumerator	DA-ACPC	Part-time	Y
	9/27/2022	10/18/2022	Research Enumerator	RAFI	Part-time	N
(Continue on separate sheet if necessary)						
SIGNATURE			DATE			

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (dd/mm/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						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (dd/mm/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Orientation on the Basics of Government Procurement with the New Government Act Updates	08/18/2025	08/19/2025	16.0	Managerial	Visayas State University
	ISO 9001:2015 ISO Awareness and Reawareness Seminar	08/09/2024	08/09/2024	8.0	Managerial	Visayas State University
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16.0	Managerial	Visayas State University
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	07/29/2024	07/29/2024	8.0	Managerial	Visayas State University
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office	02/23/2024	02/23/2024	8.0	Managerial	Visayas State University
	Workshop on Program Accreditation	01/12/2024	01/12/2024	8.0	Managerial	Visayas State University
	Design Thinking Workshop	12/13/2023	12/14/2023	16.0	Managerial	Visayas State University
	The 5S Revolution for Clerks and Heads	11/29/2023	11/29/2023	8.0	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)		
	Driving	N/A		N/A		
	Reading					
	Typing					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

<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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p> <hr/> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, please specify: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, please specify ID No: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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: 35%;">NAME</th> <th style="width: 35%;">OFFICE / RESIDENTIAL ADDRESS</th> <th style="width: 30%;">CONTACT NO. AND/OR EMAIL</th> </tr> </thead> <tbody> <tr> <td>JOEL REY U. ACOB</td> <td>QAC-VSU</td> <td>9569161146</td> </tr> <tr> <td>GIDEON NIEL D. TAN</td> <td>Baybay</td> <td>gideonniel.tan@vsu.edu.ph</td> </tr> <tr> <td>SHARA LIZ D. BREHONIO</td> <td>Inopacan</td> <td>9286296510</td> </tr> </tbody> </table>		NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL	JOEL REY U. ACOB	QAC-VSU	9569161146	GIDEON NIEL D. TAN	Baybay	gideonniel.tan@vsu.edu.ph	SHARA LIZ D. BREHONIO	Inopacan	9286296510
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<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 colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td>Government Issued ID:</td> <td>Driver's License</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H12-19-002303</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>Baybay</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>		Government Issued ID:	Driver's License	ID/License/Passport No.:	H12-19-002303	Date/Place of Issuance:	Baybay	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 60px; vertical-align: bottom; text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="height: 30px; vertical-align: bottom; text-align: center;">Date Accomplished</td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished	<div style="border: 1px solid black; width: 100%; height: 100px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: small;">Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm</p> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; width: 100%; height: 100px; margin-bottom: 5px;"></div> <p style="text-align: center;">Right Thumbmark</p>	
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													