

# 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	BALLEBAS		
FIRST NAME	RHEA	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	PRIOS		
3. DATE OF BIRTH (mm/dd/yyyy)	8/30/1994	16. CITIZENSHIP	
4. PLACE OF BIRTH	BAYBAY CITY LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		
6. CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	ZONE 6
		House/Block/Lot No.	Street
		Subdivision/Village	Barangay
		BAYBAY	LEYTE
		City/Municipality	Province
7. HEIGHT (m)	1.5 cm	ZIP CODE	6521
8. WEIGHT (kg)	62 kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	ZONE 6
		House/Block/Lot No.	Street
		Subdivision/Village	Barangay
		BAYBAY	LEYTE
		City/Municipality	Province
10. CSIS ID NO.	NA	ZIP CODE	6521
11. PAG-IBIG ID NO.	121306004787		
12. PHILHEALTH NO.	13-250355133-4		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	375-243-908	20. MOBILE NO.	09630522580 / 09
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	rhea.ballebas@vsu.edu.ph

## 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
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	BALLEBAS		
FIRST NAME	DOMINADOR	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUCELA		
25. MOTHER'S MAIDEN NAME			
SURNAME	PRIOS		
FIRST NAME	ULDARICA		
MIDDLE NAME	DESIO		

(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	PATAG ELEMENTARY SCHOOL	N/A	6/1/2001	3/30/2006	N/A	2006	VALEDICTORIAN
SECONDARY	CABUYAO NATIONAL HIGH SCHOOL	N/A	6/1/2013	4/1/2014	N/A	2014	TOP 1
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	BACHELOR OF SCIENCE IN AGRIBUSINESS	8/1/2017	9/1/2021	N/A	2017	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	April 2, 2025
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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
	CSC PROFESSIONAL	81.51	3/26/2023	ORMOC CITY	R00-20230914-03g	N/A
	PD 907			VISAYAS STATE UNIVERSITY		N/A

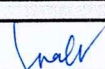
**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	April 2, 2025
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John

April 2, 2025

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			
	NA					
(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 (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Raising Organic Chicken	6/8/2021	6/17/2021	92.0	Tecnical	GOLD FARM
	NWTF Webinar Series	10/1/2021	10/1/2021	3.0	Tecnical	DUNGGANON
	ISO Awareness & Re-Awareness Seminar	8/31/2022	8/31/2022	5.0	Tecnical	VISAYAS STATE UNIVERSITY
	Orientation of Duties & Responsibilities of dDRCs & Alternate dDRCs & Relevant Policies and Guidelines in Documents & Record Management	9/7/2022	9/7/2022	5.0	Tecnical	VISAYAS STATE UNIVERSITY
	Reorientation on Documentary Requirements for Administrative & Financial Transaction	12/6/2022	12/6/2022	8.0	Tecnical	VISAYAS STATE UNIVERSITY
	OVPAF Strategic Planning	1/12/2023	1/12/2023	8.0	Tecnical	VISAYAS STATE UNIVERSITY
	Orientation and Proper Application of ARTA Whole-of-Government (WOG) Reengineering Manual	1/26/2023	1/26/2023	4.0	Tecnical	VISAYAS STATE UNIVERSITY
	ISO Awareness & Re-Awareness Virtual Seminar	2/15/2023	2/15/2023	5.0	Tecnical	VISAYAS STATE UNIVERSITY
	Layo na, pero layo pa: Conversations on Creating a Gender-Equal and Socially-Inclusive University	3/8/2023	3/8/2023	6.0	Tecnical	VISAYAS STATE UNIVERSITY
	Exploring Initiatives in Solving Water and Sanitation Crisis	3/22/2023	3/22/2023	5.0	Tecnical	VISAYAS STATE UNIVERSITY
	MENTAL HEALTH WELLNESS PROGRAM	4/25/2023	4/25/2023	4.0	Tecnical	VISAYAS STATE UNIVERSITY
	ISO Awareness & Re-awareness Webinar	8/29/2023	8/29/2023	5.0	Tecnical	VISAYAS STATE UNIVERSITY
	The 5S Revoultion for Clerks & Heads	11/29/2023	11/29/2023	5.0	Tecnical	VISAYAS STATE UNIVERSITY
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	2/23/2024	2/23/2024	8.0	Tecnical	VISAYAS STATE UNIVERSITY
	From Policy to Practice": EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	7/29/2024	7/29/2024	8.0	Tecnical	VISAYAS STATE UNIVERSITY
	Seminar Workshop on Basic Records and Archives Management (BRAM)	7/30/2024	7/31/2024	16.0	Tecnical	VISAYAS STATE UNIVERSITY
	Strategic Document Control: Orientation & Reorientation for VSU's ISO 9001:2015 Readiness	8/19/2024	8/19/2024	3.0	Tecnical	VISAYAS STATE UNIVERSITY
	Orientation on Financial Management and Transactions	3/13/2025	3/13/2025	8.0	Tecnical	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 Literacy	NA		NA		
	Reading					
	Travel					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	April 2, 2025	

<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="text-align: right;"> <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="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: _____</p> <hr/> <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="text-align: right;"> <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="text-align: right;"> <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="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> <p>If YES, give details: _____</p> <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="text-align: right;"> <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); 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>	<div style="text-align: right;"> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO         </div> <p>If YES, please specify: _____</p> <p>If YES, please specify ID No: _____</p> <p>If YES, please specify ID No: _____</p>

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

NAME	ADDRESS	TEL. NO.
MS. LUVILLA G. ALCOBER	BRGY. GABAS BAYBAY CITY LEYTE	9183285264
DR. MA. RACHEL KIM AURE	VISCA BAYBAY CITY LEYTE	9228008135
MS. HONEY SOFIA V. COLIS	BRGY. GUADALUPE BAYBAY CITY LEYTE	535637323

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	
PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	Phil. Identification Card
ID/License/Passport No.:	4069714534298157
Date/Place of Issuance:	Baybay City Leyte

Signature (Sign inside the box)
APRIL 2, 2025
Date Accomplished

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

Person Administering Oath