

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	Bongcales		
FIRST NAME	Mark Louise	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Obeña		
3. DATE OF BIRTH (mm/dd/yyyy)	04/01/1996	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	1240 House/Block/Lot No. Street Gaudalupe Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.68	ZIP CODE	6521
8. WEIGHT (kg)	70		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	1240 House/Block/Lot No. Street Gaudalupe Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121234990076		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	0646048811	19. TELEPHONE NO.	N/A
14. TIN NO.	73037547700	20. MOBILE NO.	9107758360
15. AGENCY EMPLOYEE NO.	VJO00163	21. E-MAIL ADDRESS (if any)	ml.bongcales@vsu.edu.ph

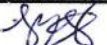
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Bongcales		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Marian	NAME EXTENSION (JR., SR)	Calyx Gideon Louise Sacro Bongcales	01/02/2023
MIDDLE NAME	Sacro			
OCCUPATION	Clerk			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	VSU, Pangasugan Baybay City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	Bongcales			
FIRST NAME	Mario	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Maglente			
25. MOTHER'S MAIDEN NAME	Emmylou Cotoner Obeña			
SURNAME	Bongcales			
FIRST NAME	Emmylou			
MIDDLE NAME	Obeña		(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	Bunga Elementary School	Elementary	2002	2008		2008	N/A
SECONDARY	Bunga National High School	High School	2008	2012		2012	N/A
VOCATIONAL / TRADE COURSE	EVSU Tanauan Campus, Canramos Tanauan, Leyte	Electrical Installation and Maintenance NCII	2014	2014		2014	N/A
VOCATIONAL / TRADE COURSE	SPECTRUM ICT SOLUTIONS, OPC Laboratory Room, 405 Camagong st., Ormoc City, Leyte	TELECOM OSP INSTALLATION (FIBER OPTIC CABLE) NCII	2024	2024		2024	N/A
COLLEGE	Visayas State University	Bachelor in Animal Science	2012	2017	2nd Year	2017	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/20/2024
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[illegible]

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	
		11/20/2024	

[illegible]

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

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Basic electronics	N/A	Philippine Amateur Radio Association
Basic Life Support		Alarm Gardians Inc.
ELECTRICAL INSTALLATION		Kabalikat Civicom Inc.
Basic in Computer Troubleshooting		
Welder		
Fiber Optic Termination		

(Continue on separate sheet if necessary)

[Signature]

11/20/2024

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: _____														
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Sean O. Villagonzalo</td> <td>VSU, Pangasugan Baybay City, Leyte</td> <td></td> </tr> <tr> <td>Norman O. Villas</td> <td>VSU, Pangasugan Baybay City, Leyte</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Sean O. Villagonzalo	VSU, Pangasugan Baybay City, Leyte		Norman O. Villas	VSU, Pangasugan Baybay City, Leyte						
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Norman O. Villas	VSU, Pangasugan Baybay City, Leyte														
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.															
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath															