

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. GS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Bandalan			
FIRST NAME	Lito Antonio		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Bayno			
3. DATE OF BIRTH (mm/dd/yyyy)	5/12/1996	16. CITIZENSHIP	Filipino	
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Pls. indicate country:	
5. SEX	Male		N/A	
6. CIVIL STATUS	Single	17. RESIDENTIAL ADDRESS	N/A	
7. HEIGHT (m)	1.61	ZIP CODE	House/Block/Lot No.	Street
8. WEIGHT (kg)	65		N/A	N/A
9. BLOOD TYPE	N/A		Subdivision/Village	Barangay
10. GSIS ID NO.	N/A		N/A	N/A
11. PAG-IBIG ID NO.	121261456895		City/Municipality	Province
12. PHILHEALTH NO.	132026352618	18. PERMANENT ADDRESS	N/A	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No.	Street
14. TIN NO.	758-739-111		Subdivision/Village	San Isidro
15. AGENCY EMPLOYEE NO.	N/A		Baybay City	Barangay
			City/Municipality	Leyte
			Province	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	09617501866	
		21. E-MAIL ADDRESS (if any)	anton.bandalan@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	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	Bandalan		N/A	N/A
FIRST NAME	Lito	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Perez		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	Bandalan		N/A	N/A
FIRST NAME	Bienvenida		N/A	N/A
MIDDLE NAME	Bayno		(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	Candadam Elementary School	Primary Education	2002	2008	Graduated	2008	N/A
SECONDARY	Visayas State University Laboratory High School	Secondary Education	2008	2012	Graduated	2012	N/A
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	2012	2019	Graduated	2019	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/7/2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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	06/7/2024
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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			
	Investment Literacy Seminar(China Bank)	09/06/2017	09/06/2017	8	1	Convention Hall,Visayas State University
	DBM and SABS Orientation Seminar	10/14/2017	10/14/2017	8	1	RDE-Hall, Visayas State University
	BSAB 300-hour Practicum Program	6/19/2019	6/19/2019	8	1	RDE-Hall, Visayas State University
	Re-Orientation Webinar of Employee's Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	8	1	Visayas State University
	Virtual Data Privacy Act of 2022 Awareness Seminar	04/07/2022	04/07/2022	8	1	Visayas State University
	Hands-Only Cardiopulmonary Resuscitation	7/21/2022	7/22/202	4	1	Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	1	RDE-Hall, Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Seminar	02/15/2023	02/15/2023	8	1	VIA Google Meet
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for Visayas State University	8/22/2023	8/24/2023	24	1	Philrootcrops Training Hall, VSU, Baybay City, Leyte
	ISO 9001:2015 Awareness/Re-awareness Seminar & Re-awareness Webinar	8/29/2023	8/29/2023	8	1	Visayas State University
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	1	Visayas State University
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	1	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	1	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 Literate	N/A		N/A		
	Driving Skills					
	Typing Skills					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	06/7/2024	

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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
Honey Sofia V. Colis	Guadalupe, Baybay City, Leyte	9176341490
Miriam M. De La Torre	Hipusngo, Baybay City, Leyte	9194504331
Jennifer E. Ando	Bunga, Baybay City, Leyte	9176569577

42.

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: 12/10/2019

ID/License/Passport No.: H-12-19-003701

Date/Place of Issuance: Baybay City, Leyte

Signature (Sign inside the box)

June 17, 2024

Date Accomplished

Right Thumbmark

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

Person Administering Oath