

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	TIMKANG		
FIRST NAME	RUBIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BUENDIA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1998	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Naic, Cavite		
5. SEX	<input checked="" type="checkbox"/> Male <input 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  ZIP CODE	NA SAN ISIDRO House/Block/Lot No. Street BAGONG LIPUNAN Subdivision/Village Barangay MATALOM LEYTE City/Municipality Province 6526
7. HEIGHT (m)	1.63		
8. WEIGHT (kg)	51		
9. BLOOD TYPE			
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121234690405	18. PERMANENT ADDRESS  ZIP CODE	SAN ISIDRO House/Block/Lot No. Street BAGONG LIPUNAN Subdivision/Village Barangay MATALOM LEYTE City/Municipality Province 6526
12. PHILHEALTH NO.	1302-5514-2632		
13. SSS NO.	0641740680		
14. TIN NO.	743-792-790	19. TELEPHONE NO.	
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	09612403737/09306708918
		21. E-MAIL ADDRESS (if any)	rubiotimkang@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	TIMKANG			
FIRST NAME	RUBEN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ODIAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	BUENDIA			
FIRST NAME	GLENDA			
MIDDLE NAME	POBLETE		(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	ODIAS ELEMENTARY SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	WITH HONOR
SECONDARY	MATALOM NATIONAL HIGH SCHOOL	PRIMARY EDUCATION	2010	2014	N/A	2014	NA
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	2014	2018	N/A	2018	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 2, 2025
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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
	CIVIL SERVICE SUB-PROFESSIONAL PPT	80.20%	March 26, 2023	MAASIN CITY	NA	NA

(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 (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
01/02/2025	Present	Administrative Aide	Visayas State University (College of Education)	SG 3	N/A	Casual	Y
01/01/2020	Present	Administrative Aide	Visayas State University (College of Education)	13,174.89	N/A	Job Order	Y
18/2019	12/31/2020	Research Assistant	Visayas State University (ITEEM)	15, 000.00	N/A	Job Order	Y
/1/2018	12/31/2018	Teller	CARD BANK	8, 750.00	NA	Probisionary	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 2, 2025
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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			
	FINANCIAL MANAGEMENT SEMINAR	3/13/2025	3/13/2025	4 hrs	Technical	VISAYAS STATE UNIVERSITY
	Orientation and Seminar-Workshop on Aligning Organization and People and Target Setting	1/13/2025	1/14/2025	16 hrs	Technical	VISAYAS STATE UNIVERSITY
	Yung Sumakses Ka! Toolkits for Flourishing	4/3/2025	4/3/2025	4 hrs	Technical	VISAYAS STATE UNIVERSITY
	SEMINAR WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT	JULY 30, 2024	JULY 31, 2024	16 HRS	Technical	VISAYAS STATE UNIVERSITY
	FROM POLICY TO PRACTICE:EODB, DPA OF 20212, AND PIA REORIENTATION FOR VSU PERSONNEL	JULY 29, 2024	JULY 29, 2024	8 HRS	Technical	VISAYAS STATE UNIVERSITY
	SHAPING CULTURE: EMBRACING VALUES FOR PRODUCTIVE WORKPLACE PERFORMANCE	MAY 15, 2024	MAY 15, 2024	8 HRS	Technical	VISAYAS STATE UNIVERSITY
	ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESS/SERVICES OF THE OFFICES UNDER ADAMIINISTRATIVE SERVICE OFFICE (ASO)	FEB. 23, 2024	FEB. 23, 2024	8 HRS	Technical	VISAYAS STATE UNIVERSITY
	GENDER SENSITIVITY ORIENTATION FOR VSU FACULTY AND STAFF	JULY 11, 2024	JULY 11, 2024	8 HRS	Technical	VISAYAS STATE UNIVERSITY
	Landscape of Blended Learning in the New Normal	6/12/2022	6/12/2022	3.0	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS AND RE-AWARENESS WEBINAR	08/30/2022	08/30/2022	3.0	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	4.0	Technical	VISAYAS STATE UNIVERSITY
	Workshop on the Assessment of Accomplishment and Target Setting of the Strategic Plan	11/25/2020	11/26/2020	16.0	Technical	VISAYAS STATE UNIVERSITY

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NA	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER SKILLS		N/A		N/A
	GRAPHIC DESIGNING				
	EFFECTIVE COMMUNICATION SKILLS				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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 type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input 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 type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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 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 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><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input 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 type="checkbox"/> NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div><div><input type="checkbox"/> YES<input 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>DR. BAYRON S. BARREDO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>9515112133</td></tr><tr><td>Mr. HELMAR YCONG</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>1037</td></tr><tr><td></td><td></td><td></td></tr></table>		NAME	ADDRESS	TEL. NO.	DR. BAYRON S. BARREDO	VISCA, BAYBAY CITY, LEYTE	9515112133	Mr. HELMAR YCONG	VISCA, BAYBAY CITY, LEYTE	1037			
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Mr. HELMAR YCONG	VISCA, BAYBAY CITY, LEYTE	1037											
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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PHILHEALTH</td></tr><tr><td>ID/License/Passport No.: 1302-5514-2632</td></tr><tr><td>Date/Place of Issuance: BAYBAY CITY, LEYTE</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: PHILHEALTH	ID/License/Passport No.: 1302-5514-2632	Date/Place of Issuance: BAYBAY CITY, LEYTE	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	Date Accomplished					
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<div><div>ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size) with nametag &amp; signature</div><div>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div> <div><div></div><div>Right Thumbmark</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>													