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. 1. CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes () and use parate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2. SURNAME CIRCULADO ALMERA NAME EXTENSION (JR., SR) FIRST NAME NONE DABALOS MIDDLE NAME 3. DATE OF BIRTH 23/03/1997 16. CITIZENSHIP ☑ Filipino □ Dual Citizenship (mm/dd/yyyy) ☐ by birth ☐ by naturalization If holder of dual citizenship, 4. PLACE OF BIRTH **Baybay Leyte** Pls. indicate country: please indicate the details ☐ Male ☑ Female 5 SEX ☑ Single ☐ Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No ☐ Widowed ☐ Separated PANGASUGAN Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.52 ity/Municipality 8. WEIGHT (kg) 46 ZIP CODE 6521-A 18. PERMANENT ADDRESS 9. BLOOD TYPE House/Block/Lot No PANGASUGAN 10. GSIS ID NO Subdivision/Village Barangay BAYBAY LEYTE 1212-5850-8914 11 PAG-IBIG ID NO City/Municipality Province 12. PHILHEALTH NO. 13-252552205-2 ZIP CODE 6521-A 06-4355201-2 13. SSS NO. 19. TELEPHONE NO. none 14 TIN NO 09264545386; 09510348334 20 MOBILE NO. 15. AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any) almeracirculado97@gmail.com FAMILY BACKGROUND N/A 23. NAME of CHILDREN (Write full name and list all) 22. SPOUSE'S SURNAME (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO. CIRCULADO FATHER'S SURNAME IAME EXTENSION (JR., SR) GEORGE FIRST NAME SABADO MIDDLE NAME 25. MOTHER'S MAIDEN NAME DABALOS SURNAME ROSALINA FIRST NAME LAPARA (Continue on separate sheet if necessary) MIDDLE NAME SCHOLARSHIP HIGHEST LEVEL YEAR PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC GRADUA" UNITS EARNED LEVEL HONORS RECEIVED (Write in full) (Write in full) (if not graduated) To From 3RD Honorable ELEMENTARY PANGASUGAN ELEM. SCHOOL 2004 2009 2009 Mention BAYBAY NATIONAL HIGH SCHOOL 2009 2013 2013 SECONDARY VOCATIONAL / NONE TRADE COURSE COLLEGE VISAYAS STATE UNIVERSITY - MAIN CAMPUS BS IN AGRICULTURE major in HORTICULTURE 2015 2019 2019 CHED GRADUATE STUDIES SIGNATURE DATE Feb. 6, 2025

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE Licensure Exam for Agriculture (LEA)			RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAI	MINATION / CONFERN	ENT	LICENSE (if	applicable) Date
			(If Applicable)	CONFERMENT Nov. 22-24, 2022	TACLOBAN CITY			0040019	Validity 23/03/20
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	EXPERIENCE ate employment.	Start from your recent				ched Work Expe	ience sheet.		
28. INCLUSIVE DATES (mm/dd/yyyy) From To		POSITION TITLE (Write in full/Do not abbreviate)		DEPARTMENT / AGE (Write in full/	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV SERV (Y/)	
Jan 1, 2024	Present	Admin. Asst			MIS	20, 138.00/mo		Job Order	Y
Oct. 1, 2023	Dec. 31, 2023	DEMO I	(made)	OVPAF - MIS		18,000/mo	A709-0693-C16	Job Order	Y
Sept. 7, 2020	Sept. 30, 2023	Admin. Aide III (Clerk) / AdDRC		C	VPAF	603.00/day	D-SD2504545-1	Job Order	Y
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SIGN	ATURE	a	nculad.	Continue on separate she	et if necessary) DATE	* D	eb. 6,2	025	UI

VI. VOLUNTARY WORK OR INVOLVEMENT I	N CIVIC / NON-GOVERNMENT / I	PEOPLE / VOL	.UNTARY OR	GANIZA	TION/S		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy) From To		Lange to	POSITION / NATURE OF WORK	
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	(Contin	nue on separate sh	eet if necessary)			The Reservoir and the Supplement of the	
VII. LEARNING AND DEVELOPMENT (L&D) I		NAME AND ADDRESS OF TAXABLE PARTY.	NAME AND ADDRESS OF TAXABLE PARTY.				
30. TITLE OF LEARNING AND DEVELOPMENT INTE	ERVENTIONS/TRAINING PROGRAMS		DATES OF	NUMBER OF	Type of LD	CONDUCTED/ SPONSORED BY	
(Write in full	(mm/dd/yyyy) From To		8 hrs	(Managerial/ Supervisory/ Technical/etc) Technical	(Write in full)		
Root-Cause Analysis Training Workshop					To 11/13/2024	VSU	
ISO 9001:2015 Awareness and Re-Awareness Ser	minar 2024	11/13/2024 09/09/2024	09/09/2024	4 hrs	Technical	VSU	
From policy to Practice: EODB, DPA of 2012, and PIA Reoreintation for Visayas State			07/29/2024	8 hrs	Technical	VSU	
University (VSU) Personnel			1000			adisoned vevisionation of notices	
Seminar Workshop on Basic Records and Archives	07/30/2024	07/31/2024	16 hrs	Managerial	VSU		
Shaping Culture: Embracing Values for Productive Workplace Performance			05/15/2024	8 hrs	Technical	VSU	
Sparkling Spaces: Mastering the Art of Housekeeping (Batch 1)			03/26/2024	8 hrs	Technical	VSU	
Unlocking Excellence: The 5S Revolution for Clerks and Heads at VSU			11/29/2023	8 hrs	Technical	VSU	
DOST - STII webinar on the "Basics of Records Management and Records Control"			27/01/2021	4 hrs	Managerial	DOST-STII via Zoom	
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	ayes (063) 863 - 7562	Baybay City,	VBU, VISCA		at of Forestry	Dr. Dennis P., Peque - VSU Professor, De	
1 1000 100	Layte 9053804044	Saybay City,	Pangéaugan			Hon: Dexter & Riagen - Brgy. Captein	
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Children Association	ment being diet	too ent casble	Adhey of a	balmager	on bestorius be	Philippines 1 authorize the agency ha	
VIII. OTHER INFORMATION	Contin	nue on separate sh	eet if necessary)		2. 100 在 50次的	and the second of the second	
THE PROPERTY OF THE PARTY OF TH	NON-A	CADEMIC DISTING	TIONS / RECOGN	ITION		MEMBERSHIP IN ASSOCIATION/ORGANIZATION	
31. SPECIAL SKILLS and HOBBIES	32.	(Write i			THE MARKS CHARLES	33. (Write in full)	
Driving Skills		Ch				sensol, s'esvirió de l'ecuel (cum novoc)	
Computer Literate (MS Word, Excel, Powerpoint)	There is no server and a property					Collaboration open is a H12-18-001843	
Agricultural Skills					CataPaga of narranse LTO - Baybay City, L		
Self-directed (able to complete task with limited supervision)							
Hardworking (willing to be trained)	lensii Anara Asasti Banqura lesu	16	1		est am et	SIGN OF VITAL CONTROL OF CONTROL	
Former Varsity in Badminton							
	(Contin	ue on separate sh	eet if necessary)		DATE		
SIGNATURE	0	rand .			DATE	Feb. 6, 2025	

34. Are you related by consanguinity or affinity to the appointing					
chief of bureau or office or to the person who has immediat Bureau or Department where you will be apppointed,	e supervision over you in the Office,	THE RESERVE TO THE			
a. within the third degree?	☐ YES ☑ NO	0			
b. within the fourth degree (for Local Government Unit - Car	☐ YES ☑ NO	39			
		If YES, give details:			
35. a. Have you ever been found guilty of any administrative of	ense?	☐ YES ☑ NO	0		
		If YES, give details:			
		, , , , , , , , , , , , , , , , , , , ,			
b. Have you been criminally charged before any court?	☐ YES ☑ N	10			
		If YES, give details:			
		Date Filed:			
		Status of Case/s:			
36. Have you ever been convicted of any crime or violation of a	ny law, decree, ordinance or regulation by	☐ YES ☑ I	NO		
any court or tribunal?	If YES, give details:				
27. 11.					
 Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, f 		100	NO		
in the public or private sector?	inished contract or phased out (abolition)	If YES, give details: resignation			
	-45 b-1d34-145				
38. a. Have you ever been a candidate in a national or local ele Barangay election)?	ction neid within the last year (except		NO		
barangay election)?	The service of the se	If YES, give details:			
b. Have you resigned from the government service during the	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	election to promote/actively campaign for a national or local candidate?				
39. Have you acquired the status of an immigrant or permanent	resident of another country?				
JEW	10 Activities Secretar	YES NO			
		If YES, give details (cour	iuy).		
Gev Gestion 2	Ed Manufacture Manufacture	- 11 1-200 11 10-200	PETROL PARTIES AND TO-INVESTIGATION OF THE		
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag		USV to abad Com ethilo			
and (c) Solo Parents Welfare Act of 2000 (RA 8972), please	answer the following items:	Assessed have transported by the			
Are you a member of any indigenous group?		YES V	NO		
N. J. L		If YES, please specify:			
b. Are you a person with disability?		☐ YES ☑ If YES, please specify ID No	NO		
Ana very a calla mannato					
c. Are you a solo parent?		☐ YES ☑ NO If YES, please specify ID No:			
		III / ZO, piodoo opooii, io			
41. REFERENCES (Person not related by consanguinity or affinity to applican	t /appointee)				
NAME	ADDRESS	TEL. NO.			
Dr. Zanalda Cannara VCII Professor Dant of Hartlaultura	VOLUMOOA Barbar Oltra Landa	(052) 562 7720			
Dr. Zenaida Gonzaga -VSU Professor, Dept of Horticulture	VSU, VISCA Baybay City, Leyte	(053) 563 - 7739	0		
Dr. Dennis P. Peque - VSU Professor, Dept of Forestry	VSU, ViSCA Baybay City, Leyte	(053) 563 - 7552			
Hon. Dexter S. Magan - Brgy. Captain	Pangasugan, Baybay City, Leyte	9053804045			
42. I declare under oath that I have personally accomplished	d this Personal Data Sheet which is a t	rue, correct and			
complete statement pursuant to the provisions of pertir					
Philippines. I authorize the agency head/authorized represe					
agree that any misrepresentation made in this docu	iment and its attachments shall caus	se the filing of	РНОТО		
administrative/criminal case/s against me.					
			Andrews Andrews		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	(fluid or best No.		AND THE RESERVE		
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Government Issued ID: Driver's License					
ID/License/Passport No.: H12-19-001843	cense/Passport No.: H12-19-001843 Signature (Sign inside the b				
Date/Place of Issuance: LTO - Baybay City, Leyte		Action States			
Date/Place of Issuance. LTO - Baybay City, Leyte		Right Thumbmark			
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SUBSCRIBED AND SWORN to before me this	, affiant exhib	iting his/her validly issued gover	nment ID as indicated above.		
	Person Administering Oat	th			
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