

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	BUSTILLO		
FIRST NAME	NORIETA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BATHAN	NA	
3. DATE OF BIRTH (mm/dd/yyyy)	8/24/1963	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☒ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:		
7. HEIGHT (m)	153 cm	17. RESIDENTIAL ADDRESS	672 ANDRES BONIFACIO House/Block/Lot No. Street F. MASCARIÑAS, ZONE 12 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	60 kls	18. PERMANENT ADDRESS	672 ANDRES BONIFACIO House/Block/Lot No. Street F. MASCARIÑAS, ZONE 12 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
9. BLOOD TYPE	"B"	19. TELEPHONE NO.	NA
10. GSIS ID NO.	CRN 006-0102-6412-8	20. MOBILE NO.	0915-232-9310
11. PAG-IBIG ID NO.	1700-0024-3569	21. E-MAIL ADDRESS (if any)	nbustil@yahoo.com / norieta.bustillo@vsu.edu.ph
12. PHILHEALTH NO.	1300-0015-0712		
13. SSS NO.	06-4231359-5		
14. TIN NO.	116-623-483		
15. AGENCY EMPLOYEE NO.	V000124		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BUSTILLO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOEL	NAME EXTENSION (JR., SR)	NORIEL JOHN B. BUSTILLO	8/30/1991
MIDDLE NAME	CENTINO	NA	NORIEL GAY B. BUSTILLO	8/5/1993
OCCUPATION	GOVERNMENT EMPLOYEE		NORIEL JED B. BUSTILLO	10/11/1995
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		NORWEL B. BUSTILLO	8/24/1999
BUSINESS ADDRESS	VISCA, BAYABAY CITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	BATHAN			
FIRST NAME	SALVADOR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ARRIOLA	NA		
25. MOTHER'S MAIDEN NAME				
SURNAME	DIDAL			
FIRST NAME	GERTRUDES			
MIDDLE NAME	ALKUINO			

(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	BAYBAY EAST CENTRAL SCHOOL	PRIMARY Education	1969	1975	Graduated	1975	none
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1975	1979	Graduated	1979	none
VOCATIONAL / TRADE COURSE							
COLLEGE	DIVINE WORD UNIVERSITY OF TACLOBAN	BACHELOR OF SCIENCE IN COMMERCE - ACCOUNTING	1981	1984	Graduated	1984	none
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT - BUS. MGMT	2016	2018	34 units		
GRADUATE STUDIES	WESTERN LEYTE COLLEGE OF ORMOC CITY, INC.	MASTER OF EDUCATION 9MAed)	2011	2012	9 units		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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 / CONFIRMATION	PLACE OF EXAMINATION / CONFIRMATION	LICENSE (if applicable)			
				NUMBER	Date of Validity		
CAREER Service Exam -Sub Professional	82.25%	4/27/1997	TACLOBAN CITY	642797WE	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)
From	To						
01/01/2024	Present	Administrative Assistant III	Accounting Office/VSU	22,219.00	09-01	Permanent	Y
11/07/2022	12/31/2023	Administrative Assistant III	Accounting Office/VSU	21,211.00	09-01	Permanent	Y
1/1/2022	11/6/2022	Admin Aide VI	Accounting Office/VSU	17,007.00	06-02	Permanent	Y
1/1/2021	12/31/2021	Admin Aide VI	Accounting Office/VSU	16,325.00	06-02	Permanent	Y
5/1/2020	12/31/2020	Admin Aide VI	Accounting Office/VSU	15,643.00	06-02	Permanent	Y
1/1/2020	4/30/2020	Admin Aide VI	Accounting Office/VSU	15,524.00	06-01	Permanent	Y
1/1/2019	12/31/2019	Admin Aide VI	Accounting Office/VSU	14,847.00	06-01	Permanent	Y
1/1/2018	12/31/2018	Admin Aide VI	Accounting Office/VSU	14,340.00	06-01	Permanent	Y
1/10/2017	1/2/2017	Admin Aide IV	Accounting Office/VSU	12,371.00	04-03	Permanent	Y
5/10/2016	1/2/2016	Admin Aide IV	Accounting Office/VSU	11,878.00	04-03	Permanent	Y
1/1/2015	5/9/2016	Admin Aide IV	Accounting Office/VSU	11,767.00	04-02	Permanent	Y
4/1/2013	12/31/2015	Admin Aide IV	Accounting Office/VSU	11,292.00	04-02	Permanent	Y
4/1/2012	3/31/2013	Admin Aide IV	Accounting Office/VSU	11,181.00	04-01	Permanent	Y
6/1/2011	6/30/2012	Admin Aide IV	Accounting Office/VSU	10,358.00	04-01	Permanent	Y
8/10/2010	5/31/2011	Admin Aide IV	Accounting Office/VSU	9,536.00	04-01	Permanent	Y
3/25/2010	7/31/2010	Admin Aide IV	Accounting Office/VSU	8,713.00	04-01	Permanent	Y
9/1/2009	3/24/2010	Admin Aide III	Accounting Office/VSU	8,243.00	03-02	Permanent	Y
8/1/2008	8/31/2009	Admin Aide III	Accounting Office/VSU	7,489.00	03-02	Permanent	Y
2/1/2008	7/31/2008	Admin Aide III	Accounting Office/VSU	6,808.00	03-02	Permanent	Y
7/1/2007	1/31/2008	Admin Aide III	Accounting Office/VSU	6,643.00	03-01	Permanent	Y
1/10/2005	6/30/2007	Admin Aide III	Accounting Office/VSU	6,039.00	03-01	Permanent	Y
7/1/2001	1/9/2005	Clerk 1	Supply & Property Management Division Office/Accounting Office	274.50		Casual	Y
1/1/2000	6/30/2001	Clerk 1	Supply & Property Management Division Office/ VSU	261.41		Casual	Y
1/1/1997	12/31/1999	Clerk 1	Supply & Property Management Division Office/ VSU	237.64		Casual	Y
1/1/1996	12/31/1996	Clerk 1	Supply & Property Management Division Office/ VSU	225.27		Casual	Y
1/1/1995	12/31/1995	Clerk 1	Supply & Property Management Division Office/ VSU	179.82		Casual	Y
1/1/1994	12/31/1994	Clerk 1	Supply & Property Management Division Office/ VSU	134.36		Casual	Y
7/1/1989	12/31/1993	Clerk 1	Supply & Property Management Division Office/ VSU	98.00		Casual	Y
8/23/1988	6/30/1989	Clerk 1	Supply & Property Management Division Office/ VSU	32.85		Casual	Y
2/1/1986	5/31/1988	Clerk	Municipal Assessor's Office, BaybayCity	7.00		Job Order	Y
(Continue on separate sheet if necessary)							
SIGNATURE			DATE				

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				

(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			
	POAP-Working Towards Personal Effectiveness	09/24/2024	09/27/2024	28	Technical	POAP, CDO
	Cash Management and Control System	11/21/2023	11/23/2023	24	Technical	COA, Region VIII
	AGAP Annual Convention-Seminar	10/19/2022	10/22/2022	32 hrs	Technical	AGAP
	In-house Training on Public Financial Management	08/03/2022	08/05/2022	24 hrs	Technical	DBM, Region 08 / VSU
	Financial, Trends & Transformation in the New Normal	11/18/2021	11/19/2021	8 hrs	Technical	GFMIC via zoom
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	4 hrs	Technical	QAC/VSU
	Financial Literacy Seminar	1/16/2020	1/16/2020	4 hrs	Technical	GSIS/MAASIN CITY
	Training on Identification of Proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Request Module of the SPPMIS	8/28/2020	8/28/2020	4 hrs	Technical	OVRPGAS, VSU
	Laws and Rules on Government Expenditures (LARGE)	10/1/2019	10/4/2019	32 hrs	Technical	COA, RO VIII
	Association of Government Accountants of the Philippines, Inc. Convention- Seminar	10/17/2018	10/20/2018	32 hrs	Technical	AGAP
	Gender Sensivity Training for the Administrative and Support Staff	9/11/2018	9/11/2018	4 hrs	Technical	VSU GAD
	Target Setting Workshop	8/21/2018	8/21/2018	4 hrs	Technical	VSU GAD
	Induction/Orientation Program of Newly Hired Faculty & Staff into the VSU System	9/4/2017	9/4/2017	8 hrs	Technical	VSU GAD
	Implementation on th Use of Government Accounting Manual (GAM) for NGA's	8/14/2017	8/18/2017	40 hrs	Technical	COA, RO VIII
	Orientation on Preparation of Documents for the Internal Audit	7/26/2017	7/26/2017	8 hrs	Technical	QAC/VSU
	Philippine Public Sector Accounting Standards (PPSAS) and the Revised Chart of Accounts (RCA)- National	5/29/2017	6/2/2017	40 hrs	Technical	COA, Region VIII
	OVPAP Strategic Planning Workshop	2/15/2017	2/16/2017	16 hrs	Technical	OVPAP, VSU
	Unified Accounts Code Structure (UACS) Application Course Training Program	11/4/2014	11/6/2014	24 hrs	Technical	DBM, Region 08
	1st PAGBA Quarterly Seminar and Meeting with the theme, "Public Financial Management and Climate Change Resiliency Towards Responsive and Transparent Governance"	4/23/2014	4/26/2014	32 hrs	Technical	COA, DBM and Other Related Agencies

(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 / playing games		Best Clerk/Secretary - (VSU'S Centennial Anniversary)		LSU-AdPA
	VEFI, Auditing Aide (Part-time)				

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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