

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	Gucela		
FIRST NAME	Arnel	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Poliquit		
3. DATE OF BIRTH (mm/dd/yyyy)	07/10/1980	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	Patag, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	☒ Male ☐ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Zone 4 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.68	18. PERMANENT ADDRESS	ZONE 4 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	75.00		
9. BLOOD TYPE	O		
10. UMID ID NO.	006011865335		
11. PAG-IBIG ID NO.	170000287786		
12. PHILHEALTH NO.	130000619435		
13. PhilSys NO. (PSN)		19. TELEPHONE NO.	N/A
14. TIN NO.	925731944	20. MOBILE NO.	955-718-7352
15. AGENCY EMPLOYEE NO.	V00610	21. E-MAIL ADDRESS (if any)	arnel.gucela@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	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Gucela			
FIRST NAME	Eutiquio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Almonite			
25. MOTHER'S MAIDEN NAME	Elpedia Gumba Poliquit			
SURNAME	Poliquit			
FIRST NAME	Elpedia			
MIDDLE NAME	Gumba		(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	Gabas Elementary School	Elementary	1986	1992		1992	N/A
SECONDARY	Baybay National High School	High School	1992	1996		1996	N/A
VOCATIONAL/ TRADE COURSE	Hilongos National Vocational School	Radio and TV Mechanic	1996	2000		2000	N/A
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/04/2025
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IV. CIVIL SERVICE ELIGIBILITY

27. CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Valid Until
Electronics Equipment Technician		N/A	N/A	361708170002	12/18/2017
NC II – Computer Hardware Servicing		02/28/2014	STI-Maasin City	14080602000975	02/28/2019

(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)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To				
01/01/2025	PRESENT	Administrative Assistant II	Visayas State University	Permanent	Y
04/01/2024		Administrative Assistant II	Visayas State University	Permanent	Y
01/01/2024	03/31/2024	Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2023	03/31/2024	Administrative Aide VI	Visayas State University	Permanent	Y
03/01/2022		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2022		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2021		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2020		Administrative Aide VI	Visayas State University	Permanent	Y
03/01/2019		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2019	02/28/2019	Administrative Aide VI	Visayas State University	Permanent	Y
04/20/2018	12/31/2018	Administrative Aide VI	Visayas State University	Permanent	Y
03/01/2018	02/28/2019	Administrative Aide VI	Visayas State University	Temporary	Y
01/01/2018	02/28/2018	Administrative Aide VI	Visayas State University	Temporary	Y
03/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	Temporary	Y
01/01/2017	02/28/2017	Administrative Aide VI	Visayas State University	Temporary	Y
03/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	Temporary	Y
01/01/2014	02/29/2016	Administrative Aide VI	Visayas State University	Casual	Y
07/01/2013	12/31/2013	Administrative Aide VI	Visayas State University	Casual	Y
01/01/2011	06/30/2013	Administrative Aide VI	Visayas State University	Casual	Y
01/01/2010	12/31/2010	Administrative Aide VI		Casual	Y
07/01/2008	12/31/2009	Administrative Aide VI		Casual	Y
07/01/2007	06/30/2008	Administrative Aide VI		Casual	Y
01/01/2006	06/30/2007	Administrative Aide VI		Casual	Y
01/01/2005	12/31/2005	Administrative Aide VI		Casual	Y
07/01/2004	12/31/2004	Ecet		Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/04/2025
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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			
	Network Essentials Training	10/14/2019	10/18/2019	40	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Technical Training on VoIP/Asterisk IP PBX	09/25/2012	09/28/2012	32	Technical	DOST-ASTI, UP Diliman Campus, Quezon City
	Trainer's Training on HRIS	09/02/2008	09/04/2008	24	Technical	PCARRD, Los Baños, Laguna
	Vclass Learning Management System	07/04/2005	07/08/2005	40	Technical	DOST-ASTI, VSU, Visca, Baybay City, Leyte
	The Macromedia Dreamweaver MX Training	12/18/2004	12/19/2004	16	Technical	CGM Mobile Training, MLC, Hilongos Leyte
	The Macromedia Flash MX Training Program	09/04/2004	09/05/2004	16	Technical	CGM Mobile Training, MLC, Hilongos Leyte

(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 INSTALLATION PROGRAM AND NETWORKING		Model Skilled Award		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	Light and Sounds Installation				
	Mobile Phone Repair				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/04/2025
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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)?		☐ 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)		
NAME		OFFICE / RESIDENTIAL ADDRESS
CONTACT NO. AND/OR EMAIL		
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.		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A		Signature (Sign inside the box) 12/04/2025 Date Accomplished
		Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm PHOTO Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		