

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	ALIANZA		
FIRST NAME	CAREN	NAME EXTENSION (JR., SR) None	
MIDDLE NAME	GUCELA		
3. DATE OF BIRTH (mm/dd/yyyy)	09/20/1988	16. CITIZENSHIP	<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	Baybay Leyte	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 3 House/Block/Lot No. _____ Street _____ Brgy. Guadalupe Subdivision/Village _____ Barangay _____ Baybay City _____ Leyte _____ City/Municipality _____ Province _____
7. HEIGHT (m)	5'2	ZIP CODE	
8. WEIGHT (kg)	55kgs		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	Zone 3 House/Block/Lot No. _____ Street _____ Brgy. Guadalupe Subdivision/Village _____ Barangay _____ Baybay City _____ Leyte _____ City/Municipality _____ Province _____
10. GSIS ID NO.	None	ZIP CODE	
11. PAG-IBIG ID NO.	1212-0165-5838		
12. PHILHEALTH NO.	13-000107574-9		6521
13. SSS NO.	None	19. TELEPHONE NO.	053-563-8920
14. TIN NO.	460-092-721-000	20. MOBILE NO.	0909-128-9507
15. AGENCY EMPLOYEE NO.	None	21. E-MAIL ADDRESS (if any)	caren.alianza@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ALIANZA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AGA	NAME EXTENSION (JR., SR) None	CARL ANDRIE G. ALIANZA	FEB. 11, 2013
MIDDLE NAME	VARRON			
OCCUPATION	Security Guard			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Brgy. Pangasugan, Baybay City, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GUCELA			
FIRST NAME	MARCIANO	NAME EXTENSION (JR., SR) None		
MIDDLE NAME	BACASON			
25. MOTHER'S MAIDEN NAME				
SURNAME	CANTIGA			
FIRST NAME	FE			
MIDDLE NAME	CAGABHION		(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	Guadalupe Elementary School	Elementary Graduate	1992	1998	Graduated	1998	N/A
SECONDARY	Baybay National High School	High School Graduate	1998	2002	Graduated	2002	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Franciscan College of the Immaculate Conception	BS in Office Administration	2013	2014	N/A	N/A	N/A
		Assoc in Office Administration	2008	2011	Graduated	2011	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	March 1, 2023
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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
N/A					

(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	GOV'T SERVICE (Y/ N)
From	To						
Feb. 1, 2020	Present	Full-time Project Staff	Dept. of Biotechnology VSU, Visca, Baybay City, Leyte	Monthly	00	Job Order	Y
Feb. 16, 2012	Jan. 31, 2020	Administrative Staff/Clerk	Dept. of Pure and Applied Chemistry VSU, Visca, Baybay City, Leyte	Monthly	00	Job Order	Y
Jan. 1, 2012	Feb. 8, 2012	Administrative Staff/Auditor	ADEDADIDI, Baybay City, Leyte	Monthly	00	Job Order	N
Oct. 1, 2009	March 3, 2010	Administrative Staff/Clerk	DSWD, Baybay City, Leyte	N/A	00	Job Order	Y
Nov. 1, 2006	June. 1, 2007	Data Encoder & Asst Photocopier	Jay Ramos Comp. Center	Monthly	00	Job Order	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 1, 2023
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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			
None		None	None	None	None	
(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			
	Re Orientation on Documentary Requirements for Financial & Administrative Transactions	Dec. 5, 2022	Dec. 5, 2022	1 day	Technical	Visayas State University
	ISO,9001:2015 Awareness & Re-Awareness Seminar	Aug. 30, 2022	Aug. 30, 2022	1 day	Technical	Visayas State University
	Data Privacy Act Seminar	April 7, 2022	April 7, 2022	1 day	Technical	Visayas State University
	ISO,9001:2015 Awareness & Re-Awareness Seminar	Sept. 13, 2021	Sept. 13, 2021	1 day	Technical	Visayas State University
	Orientation workshop among JO Clerks and Laboratory Technicians	Jan. 15, 2019	Jan. 15, 2019	1 day	Technical	Visayas State University
	ISO,9001:2015 Awareness & Re-Awareness Seminar	Nov. 27, 2020	Nov. 27, 2020	1 day	Technical	Visayas State University
	Webinar on Document Tracking System	Nov. 13, 2020	Nov. 13, 2020	1 day	Technical	Visayas State University
	Procurement Planning Workshop	Sept. 13, 2016	Sept. 13, 2016	1 day	Technical	Visayas State University
	Orientation Workshop Among Frontliners on Good Customer	Sept. 10, 2014	Sept. 10, 2014	1 day	Technical	Visayas State University
	Training in Industrial Sewing machine Operation	Oct. 10, 2011	Nov. 11, 2011	1 month	Technical	ISMO Training Center, Cebu City
	Pacticopated in two-days Semi-Guided Retreat	Feb 25, 2011	Feb 27, 2011	2 days	Technical	Franciscan College of the Immaculate Conception
(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 Skills	N/A		ARI Center Deputy Document and Record Controller (DDRC) Jan 3, 2023-Present		
	Typing			DoPAC Deputy Document and Record Controller (DDRC) August 23, 2019-December 2019		
	Sewing			DBiotech Alternate Deputy Document and Record Controller (DDRC) Jan 4, 2021 to Dec. 31, 2021		
	Driving			TPES Evaluator Facilitator 2019-2020		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	March 1, 2023	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, chief of bureau or office or to the person who has immediate supervision over you in the 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 checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" 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 checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" 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 checked="" 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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Prof. Jacob Glenn F. Jansalin	DoPAC, VSU, Visca, Baybay City, Leyte	
Dr. Ma. Theresa P. Loreto	CAS, VSU, Visca, Baybay City, Leyte	
Dr. Anabella B. Tulin	OGS, VSU, Visca, Baybay City, Leyte	
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.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	TIN
ID/License/Passport No.:	460-092-721-000
Date/Place of Issuance:	Ormoc City

Signature (Sign inside the box)	
March 1, 2023	
Date Accomplished	

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>	

