

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	MILLAPEZ		
FIRST NAME	ELVIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BALBARINO		
3. DATE OF BIRTH (mm/dd/yyyy)	8/3/1997	16. CITIZENSHIP	
4. PLACE OF BIRTH	BAYBAY CITY LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDR	
7. HEIGHT (m)	150	House/Block/Lot No.	Street
8. WEIGHT (kg)	48	Subdivision/Village	SABANG
9. BLOOD TYPE	O	BAYBAY	LEYTE
10. GSIS ID NO.	N/A	City/Municipality	Province
11. PAG-IBIG ID NO.	121237865817	ZIP CODE	6521
12. PHILHEALTH NO.	13-025513087-1	18. PERMANENT ADDR	
13. SSS NO.	N/A	House/Block/Lot No.	Street
14. TIN NO.	731-111-046	Subdivision/Village	SABANG
15. AGENCY EMPLOYEE NO.		BAYBAY	LEYTE
		City/Municipality	Province
		ZIP CODE	6521
		19. TELEPHONE NO.	
		20. MOBILE NO.	09387304253
		21. E-MAIL ADDRESS (elvie.balbarino@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)	Dwyne Elise B. Millapez	6/10/2022
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BALBARINO			
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	URBONA			
25. MOTHER'S MAIDEN NAME	RUBITE			
SURNAME	BALBARINO			
FIRST NAME	ANABELLE			
MIDDLE NAME	DUMAGUING			

(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 completed)	YEAR GRADU- ATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BAYBAY NORTH CENTRAL SCHOOL	N/A	06-07-2004	03-27-2009	N/A	2009	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	06-06-2011	03-29-2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ARTS IN ENGLISH LANGUAGE	01-09-2017	06-15-2018	N/A	2018	N/A
GRADUATE STUDIES	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	Master of Arts in Education (M.A.ED.), major in English	7-15-2024	4-26-2025	18 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 27, 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		
	Association of Bachelor of English Language Students	7-8-2016	8-15-2018	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)	CONDUCTED/ SPONSORED BY (Write in full)
	Information System Strategic Plan (ISSP) 2027-2029 Writeshop	4-21-2025	4-23-2025	24.0		VISAYAS STATE UNIVERSITY
	Navigating the Publishing Landscape: Strategies for Success in Scholarly Journals.	3-15-2025	3-15-2025	8.0		FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION
	Building Effective Leaders: A Leadership Training - Seminar on School-Based Management for School	1-3-2025	1-5-2025	24.0		VISAYAS STATE UNIVERSITY
	"Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control	2-9-2025	2-9-2025	8.0		VISAYAS STATE UNIVERSITY
	Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition	11-20-2024	11-20-2024	8.0		VISAYAS STATE UNIVERSITY
	Training on Human Resource Information System (HRIS) operation for Component Colleges.	8-28-2024	8-30-2024	24.0		VISAYAS STATE UNIVERSITY
	Unlocking Excellence: The 5S Revolution for Clerks and Heads	11-29-2023	11-29-2023	8.0		VISAYAS STATE UNIVERSITY
	Training Workshop on Risk Assessment	8-11-2023	8-12-2023	16.0		VISAYAS STATE UNIVERSITY
	Training Workshop on Enrollment System	7-8-2025	7-10-2025	24.0		VISAYAS STATE UNIVERSITY
	Basic Operations of Microsoft Office 2016 (Word, Excel, PowerPoint)	1-6-2020	6-20-2020	120.0		LAUNCHER Internet Cafe and Printing Services
	MUTYA PUBLISHING ORIENTATION	7-26-2018	7-27-2018	12.0		VISAYAS STATE UNIVERSITY
	CAS JOB SEEKING SEMINAR	5-28-2018	5-28-2018	8.0		VISAYAS STATE UNIVERSITY
	TV PROGRAM PRODUCTION WORKSHOP	10-12-2017	10-13-2017	16.0		VISAYAS STATE UNIVERSITY
	TEACHING STRATEGIES SEMINAR	10-1-2016	10-1-2016	8.0		RIZAL TECHNOLOGICAL UNIVERSITY
	LIFE SEMINAR	9-30-2016	9-13-2016	4.0		RIZAL TECHNOLOGICAL UNIVERSITY
	THAT THING CALLED CHANGE SEMINAR	2-17-2016	2-17-2016	8.0		RIZAL TECHNOLOGICAL UNIVERSITY

(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)
	Reading Books		MONTEVERDE ELEMENTARY SCHOOL COMMUNITY OUTREACH PROGRAM		N/A
	Computer Literate				
	WRITING POETRY				
	Video Editing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 27, 2025
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
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DATE _____

August 27, 2025

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p>If YES, give details: _____</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p>If YES, give details: _____</p>
<p>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?</p>	<p>If YES, give details: _____</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p>If YES, give details: _____</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p>If YES, give details (country): _____</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p>If YES, please specify: _____</p> <p>If YES, please specify ID No: _____</p> <p>If YES, please specify ID No: _____</p>

41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)		
NAME	ADDRESS	TEL. NO.
NORMAN O.VILLAS	VSU, BAYBAY CITY LEYTE	917 6590 003
TONI MARC DARGANTES	GAAS, BAYBAY CITY LEYTE	9983286945
REYMAR DIAZ	CANDADAM, BAYBAY CITY LEYTE	9270361052

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.



PHOTO

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.:	731-111-046
Date/Place of Issuance:	10-03-18/ ORMOC CITY

 Signature (Sign inside the box)
08/27/2025 Date Accomplished

 Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

_____ Person Administering Oath
