

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	CATORCE		
FIRST NAME	SHEILLO		NAME EXTENSION (JR., SR)
MIDDLE NAME	GALVEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	NOV.3,1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK WALING-WALING House/Block/Lot No. Street IGANG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.40	ZIP CODE	6521
8. WEIGHT (kg)	44		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	PUROK WALING-WALING House/Block/Lot No. Street IGANG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-05613-8418		
12. PHILHEALTH NO.	13-050093855-3	19. TELEPHONE NO.	NA
13. SSS NO.	0628983402	20. MOBILE NO.	09187373949/09606454781
14. TIN NO.	421-508-771	21. E-MAIL ADDRESS (if any)	sheillog.catorce.90@gmail.com
15. AGENCY EMPLOYEE NO.	NA		


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA		NA	NA
OCCUPATION	NA		NA	NA
EMPLOYER/BUSINESS NAME	NA		NA	NA
BUSINESS ADDRESS	NA		NA	NA
TELEPHONE NO.	NA		NA	NA
24. FATHER'S SURNAME	CATORCE		NA	NA
FIRST NAME	ANTIDIO	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	CORDOVA		NA	NA
25. MOTHER'S MAIDEN NAME			NA	NA
SURNAME	GALVEZ		NA	NA
FIRST NAME	MARIA JOSELYN		NA	NA
MIDDLE NAME	MODINA		(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	IGANG ELEMENTARY SCHOOL	PRIMARY EDUCATION	1997	2003	NA	2003	1ST Honorable Mention
SECONDARY	BAYBAY NATIONAL HIGH SCHOL	HIGH SCHOOL	2003	2007	NA	2007	
VOCATIONAL / TRADE COURSE	ST. MICHAEL COLLEGE OF HINDANG, LEYTE	CERTIFICATE OF PROFESSIONAL EDUCATION	2018	2018	NA	2018	
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION, BAYBAY,LEYTE ,INC,	Bachelor of Science in Business Administration major in Human Resource in Development Management	2013	2017	NA	2017	CHED Scholar
GRADUATE STUDIES	The College of Maasin	Master of Public Administration	2024	Ongoing	27 units	Ongoing	



(Continue on separate sheet if necessary)

SIGNATURE		DATE	Sept.11, 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			
	NA	NA	NA	NA	NA	
	NA	NA	NA	NA	NA	
	NA	NA	NA	NA	NA	
	NA	NA	NA	NA	NA	
	NA	NA	NA	NA	NA	
	NA	NA	NA	NA	NA	
	NA	NA	NA	NA	NA	
	NA	NA	NA	NA	NA	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
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			
	ISO 9001:2015 Awareness and Re-Awareness Seminar	9/5/2025	9/5/2025	4	Technical	QAC, VSU, Baybay City, Leyte
	Orientation on the Roles and Responsibilities of Document and Records Controllers and Re-Cascading of Document and Records Control Processes and Fostering Psychological Safety in the Workplace	9/4/2025	9/4/2025	4	Technical	QAC, VSU, Baybay City, Leyte
	ISO 9001:2015 Awareness and Re-Awareness Seminar	04/30/2024	04/30/2024	4	Technical	SAS/USHER,VSU
	From Policy to Practice :EODB, DPA of 2012 and PIA Reorientation for VSU Personnel	09/09/2024	09/09/2024	4	Technical	VSU, QAC
	Seminar Workshop on Basic Records & Archives Management	07/29/2024	07/29/2024	8	Technical	HRMO,VSU
		07/30/2024	07/31/2024	16	Technical	RAO,VSU
	Shaping Culture:Embracing Values for Productive Workplace Performance	05/15/2024	05/15/2024	8	Technical	HRMO,VSU
	Orientation of Guidelines and Procedures on Processes/Services of the Office under Administrative Service Office (ASO)	02/23/2024	02/23/2024	8	Technical	HRMO,VSU
	Unlocking Excellence: The 5S Revolution for Clerks and Heads of VSU	11/29/2023	11/29/2023	8	Technical	HRMO,VSU
	ISO 9001:2015 Awareness and Re-Awareness Seminar	08/29/2023	08/29/2023	4	Technical	VSU, QAC
	SSS Security Systems Coverage and Information Center	06/19/2023	06/19/2023	2	Technical	SSS Ormoc Branch
	Bookkeeping with Quickbooks Online	04/10/2023	04/14/2023	15	Technical	Virtual Assistant Training Programs(VATP)
	Conversations on Creating a Gender-Equal and Socially Inclusive University	03/08/2023	3/08/2023	4	Technical	GRC, VSU
	ISO 900:2015: Re-Awareness Seminar	02/15/2023	02/15/2023	4	Technical	ODQA, VSU, Baybay City, Leyte
	Training-Workshop on Root Cause Analysis	11/16/2022	11/16/2022	8	Technical	ODQA, VSU, Baybay City, Leyte
	Challenges and Opportunities in Transitioning to a resilient and sustainable future(Virtual)	11/04/2022	11/04/2022	8	Technical	ViSERDAC,VSU,Baybay City,Leyte
	Orientation/Re-Orientation of Duties and Responsibilities of ODRCS & ADRCS, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	8	Technical	ODQA, VSU, Baybay City, Leyte
	Microfinance Resiliency: The Era of Pandemic and Digital Transformation	07/23/2022	07/23/2022	8	Technical	PolyTechnic University of the Philippines College of Engineering and Technology(CET), VSU, Baybay City, Leyte
	Typhoon Awareness & Calamity Readiness	06/29/2022	06/29/2022	8	Technical	Office of the Director for Human Resource Management, VSU, Baybay City, Leyte
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	College of Management and Economics (CME), VSU, Baybay City, Leyte
	Waste Management and Circular Economy	04/01/2022	04/01/2022	4	Technical	College of Management and Economics (CME), VSU, Baybay City, Leyte
	Agribusiness Enterprise Development Project Seminar	03/04/2022	03/04/2022	2.0	Technical	College of Management and Economics (CME), VSU, Baybay City, Leyte
	CME Talkshow: Sustainable Agribusiness: Principles to Practice	03/04/2022	03/04/2022	2.0	Technical	College of Management and Economics (CME), VSU, Baybay City, Leyte
	Exercising Democracy: Forging Local and National Leaders	03/04/2022	03/04/2022	2.0	Technical	College of Management and Economics (CME), VSU, Baybay City, Leyte
	Re-Orientation of Employees Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4.0	Technical	Office of the Director for Human Resource Management, VSU, Baybay City, Leyte
	(Webinar) Economic Financial Literacy Week(EFLW)2020 Regional Forum)	12/03/2020	12/03/2020	8.0	Technical	National Economic and Development Authority(NEDA) R08
	Stock Market 101:A guide to first time investors in the Philippine Stock Market	11/08/2019	11/08/2019	4.0	Technical	Dept.of Business and Management, VSU,Baybay City, Leyte
	Youth Entrepreneurship: Entrepreneurial Mindsetting and Business Planning	04/24/2018	04/24/2018	4.0	Technical	DTI- Negosyo Center, Baybay City, Leyte
	Workshop in Preparation for Level I AACUP Accreditation	05/10/2017	06/10/2017	16.0	Technical	QAC, VSU, Baybay City, Leyte
	Orientation on Basic Customer Service and Work Values	05/09/2017	05/09/2017	8.0	Technical	Office of the Director for Administrative and Human Resource Development, VSU, Baybay
(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					
	Cooking					
(Continue on separate sheet if necessary)						
SIGNATURE				September 11, 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)?		<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 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?		<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)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>MARK C. RATILLA</td><td>Kilbourne St., VSU, Baybay City,Leyte</td><td>9167752780</td></tr><tr><td>DORYN JAN L. AVILA</td><td>Duplex I-1, VSU, Baybay City, Leyte</td><td>9306479167</td></tr><tr><td>DR. DIONESIO O. DE LA TORRE JR.</td><td>Inopacan, Leyte</td><td>9068219153</td></tr></table>			NAME	ADDRESS	TEL. NO.	MARK C. RATILLA	Kilbourne St., VSU, Baybay City,Leyte	9167752780	DORYN JAN L. AVILA	Duplex I-1, VSU, Baybay City, Leyte	9306479167	DR. DIONESIO O. DE LA TORRE JR.	Inopacan, Leyte	9068219153
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DR. DIONESIO O. DE LA TORRE JR.	Inopacan, Leyte	9068219153												
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.		<div><div>SHEILLO G. CATORCE</div><div>PHOTO</div></div>												
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC ID</div> <div>ID/License/Passport No.: 2001781</div> <div>Date/Place of Issuance: 03/23/2023/ Ormoc City</div>	<div><div>Signature (Sign inside the box)</div><div>September 11, 2025</div><div>Date Accomplished</div></div>	<div></div> <div>Right Thumbmark</div>												
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>														