

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)

PERSONAL INFORMATION							
2. SURNAME	Apas						
FIRST NAME	Genalyn					NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Mendez						
3. DATE OF BIRTH (mm/dd/yyyy)	12/04/1992		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			If holder of dual citizenship, please indicate the details.		Philippines		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		17. RESIDENTIAL ADDRESS		Centro House/Block/Lot No. Street Kansungka Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521		
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:		18. PERMANENT ADDRESS		Centro House/Block/Lot No. Street Kansungka Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521		
7. HEIGHT (m)	1.52		19. TELEPHONE NO.		N/A		
8. WEIGHT (kg)	47.00		20. MOBILE NO.		951-353-9477		
9. BLOOD TYPE	O		21. E-MAIL ADDRESS (if any)		genalyn.apas@vsu.edu.ph		
10. GSIS ID NO.	N/A						
11. PAG-IBIG ID NO.	N/A						
12. PHILHEALTH NO.	N/A						
13. SSS NO.	N/A						
14. TIN NO.	N/A						
15. AGENCY EMPLOYEE NO.	V02086						
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	Apas						
FIRST NAME	Danilo		NAME EXTENSION (JR., SR)				
MIDDLE NAME	Galado						
25. MOTHER'S MAIDEN NAME	N/A						
SURNAME	N/A						
FIRST NAME	N/A						
MIDDLE NAME	N/A						
(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	Kansungka Elementary School	Elementary	2001	2005		2005	N/A
SECONDARY	Baybay National High School	High School	2005	2009		2009	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2009	2013		2013	N/A
GRADUATE STUDIES	N/A						
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		03/03/2025		

[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

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		VSU-Credit Cooperative
PROGRAM LAY-OUT DESIGNING		VSU Administrative Personnel Association

(Continue on separate sheet if necessary)

Shes

03/03/2020

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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ 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: Resignation

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: _____

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: _____

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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Lourd Franz M. Gabunada	VisCa, Baybay City, Leyte	
Ma. Theresa P. Loreto	VisCa, Baybay City, Leyte	
Kyza Mae Ramoneda	Brgy. Sta. Cruz, 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.



GENALYN M. APAS

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: N/A

ID/License/Passport No.: N/A

Date/Place of Issuance: N/A

Signature (Sign inside the box)

03/03/2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 04 MAR 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ADEGAIL S. MONTERON
VSU Director, Legal Affairs and Services
Person Administering Oath