

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	OMALAY		
FIRST NAME	ROLDAN		NAME EXTENSION (JR, SR)
MIDDLE NAME	ESPINA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/3/1997	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.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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:		
7. HEIGHT (m)	1.69	17. RESIDENTIAL ADDRESS	A. BONIFACIO
8. WEIGHT (kg)	85	ZIP CODE	6521
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	A. BONIFACIO
10. GSIS ID NO.			
11. PAG-IBIG ID NO.	9172-5725-6447		
12. PHILHEALTH NO.	12-025661746-9		
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.	342-837-328	20. MOBILE NO.	09353222026
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	roldan.omalay@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR, SR)		KLYNDELLE DANE S. OMALAY	11/20/2016
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	OMALAY			
FIRST NAME	ANTONIO		NAME EXTENSION (JR, SR)	
MIDDLE NAME	DIGMAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ESPINA			
FIRST NAME	ROSALIE			
MIDDLE NAME	BICALAS			

(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	BAYBAY NORTH CENTRAL SCHOOL	PRIMARY EDUCATION	6/1/2003	3/30/2009		2009	
SECONDARY	BAYBAY NATTIONAL HIGH SCHOOL	HIGH SCHOOL	6/1/2009	3/30/2013		2013	BEC SALUTATORIAN
VOCATIONAL / TRADE COURSE							
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR IN SECONDARY EDUCATION	6/1/2013	3/30/2017		2017	Acad. Honors (2014- 2015)

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

VOLUNTARY WORK OR INVOLVEMENT IN CIVIL / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		

(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			
HRIS Software Onboarding	12/6/2023	12/6/2023	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	8/29/2023	8/29/2023	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rule and Regulations Act of 2016 for Visayas State University	8/22/2023	8/24/2023	24.0	TECHNICAL	VISAYAS STATE UNIVERSITY
Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs and Cascading of Documents and Record Control Procedure Manuals and Guidelines	9/7/2022	9/7/2022	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
ISO 9001:2015 AWARENESS/RE-AWARENESS SEMINAR	8/30/2022	8/30/2022	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
Women Inspiring Women	3/7/2022	3/7/2022	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
DESO Technical Support Staff Training on VCM Operations	2/25/2022	2/26/2022	12.0	TECHNICAL	COMMISSION ON ELECTIONS
Training-Workshop on Assessment in Higher Education: Creation of Table of Specifications (TOS)	11/25/2021	11/25/2021	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
ISO 9001:2015 AWARENESS WEBINAR	9/13/2021	9/13/2021	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
PHILIPPINE IDENTIFICATION SYSTEM PRE-REGISTRATION TRAINING	1/15/2021	1/16/2021	16.0	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
PHILIPPINE IDENTIFICATION SYSTEM PRE-REGISTRATION TRAINING	10/1/2020	10/3/2020	24.0	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
COMMUNITY OUTREACH	12/19/2018	12/19/2018	8.0	TECHNICAL	DLABS , VISAYAS STATE UNIVERSITY
PROTOTYPE LESSON PLANNING AND INSTRUCTIONAL MATERIALS PREPARATION SEMINAR AND WORKSHOP	9/21/2013	9/21/2013	8.0	TECHNICAL	FCIC , BAYBAY
CATECHETICAL APOSTOLATE	8/13/2013	8/13/2013	8.0	TECHNICAL	FCIC , 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)
COMPUTER LITERATE		

a. within the third degree?
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:

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.
IRENEO O. RODRIGUEZ	DEPED , BAYBAY	9056835837
ROLAND E. OMALAY	DEPED , BAYBAY	9359353941
DINDO C. LOPEZ	DEPED , BAYBAY	9265230884

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:	PRC
ID/License/Passport No.:	1835546
Date/Place of Issuance:	ORMOC CITY, LEYTE

Signature (Sign inside the box)	
1/12/2024	
Date Accomplished	



SUBSCRIBED AND SWORN to before me this JAN 13 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. DECROSE P. PAPA	
Public Attorney II	
(Punjab 1234567890)	
Person Administering Oath	

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