

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	Abayabay		
FIRST NAME	Antonio	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Yap		
3. DATE OF BIRTH (mm/dd/yyyy)	10/11/1964	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 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:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.00	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	1.00		Subdivision/Village Barangay
9. BLOOD TYPE	A-		City/Municipality Province
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	N/A		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V00007		City/Municipality Province
		19. TELEPHONE NO.	1
		20. MOBILE NO.	1
		21. E-MAIL ADDRESS (if any)	antonio.abayabay@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) 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	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	N/A			
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	Baybay South Central School	Elementary	1971	1977		1977	N/A
SECONDARY	Baybay National High School	High School	1978	1983		1983	N/A
VOCATIONAL/ TRADE COURSE	National Manpower and Youth Council	Certificate in Driving, Radio Repair, Auto-mechanic	1990	1992		1992	N/A
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Science in Commerce	1983	1987		1987	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/05/2024
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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	N/A	N/A	N/A	N/A	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						
01/01/2023		Administrative Aide VI	Visayas State University	17,688.00	6-2	Permanent	Y
01/01/2022		Administrative Aide VI	Visayas State University	17,007.00	6-2	Permanent	Y
08/01/2021		Administrative Aide VI	Visayas State University	16,325.00	6-2	Permanent	Y
01/01/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
01/01/2020		Administrative Aide VI	Visayas State University	15,524.00	6-1	Permanent	Y
01/01/2019		Administrative Aide VI	Visayas State University	14,847.00	6-1	Permanent	Y
08/01/2018	12/31/2018	Administrative Aide VI	Visayas State University	14,340.00	6-1	Permanent	Y
01/01/2018	07/31/2018	Administrative Aide IV	Visayas State University	12,990.00	4-4	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,480.00	4-4	Permanent	Y
05/10/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,990.00	4-4	Permanent	Y
01/01/2016	05/09/2016	Administrative Aide IV	Visayas State University	11,878.00	4-3	Permanent	Y
03/25/2013	12/31/2015	Administrative Aide IV	Visayas State University	11,405.00	-	Permanent	Y
06/01/2012	03/24/2013	Administrative Aide IV	Visayas State University	11,292.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide IV	Visayas State University	10,491.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide IV	Visayas State University	9,690.00	-	Permanent	Y
03/25/2010	06/23/2010	Administrative Aide IV	Visayas State University	8,888.00	-	Permanent	Y
12/01/2009	03/24/2010	Administrative Aide III	Visayas State University	8,753.00	-	Permanent	Y
07/01/2009	11/30/2009	Administrative Aide III	Visayas State University	8,580.00	-	Permanent	Y
07/01/2008	06/30/2009	Administrative Aide III	Visayas State University	7,868.00	-	Permanent	Y
07/01/2007	06/30/2008	Administrative Aide III	Visayas State University	7,153.00	-	Permanent	Y
12/01/2006	06/30/2007	Administrative Aide III	Leyte State University	6,503.00	-	Permanent	Y
12/01/2004	11/30/2006	Administrative Aide III	Leyte State University	6,343.00	-	Permanent	Y
12/01/2003	11/30/2004	Administrative Aide III	Leyte State University	6,343.00	-	Permanent	Y
07/01/2001	11/30/2003	Administrative Aide III	Visayas College of Agriculture	6,189.00	-	Permanent	Y
12/01/2000	06/30/2001	Administrative Aide III	Visayas College of Agriculture	5,894.00	-	Permanent	Y
01/01/2000	11/30/2000	Administrative Aide III	Visayas College of Agriculture	5,751.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/05/2024
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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						
	12/01/1997	12/31/1999	Administrative Aide III	Visayas College of Agriculture	5,228.00	-	Permanent	Y
	11/01/1997	11/30/1997	Administrative Aide IV	Visayas College of Agriculture	256.64	-	Casual	Y
	05/16/1997	10/31/1997	Administrative Aide IV	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1997	05/15/1997	Administrative Aide III	Visayas College of Agriculture	237.64	-	Casual	Y
	07/01/1996	12/31/1996	Administrative Aide III	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1996	06/30/1996	Administrative Aide III	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1995	12/31/1995	Administrative Aide III	Visayas College of Agriculture	179.82	-	Casual	Y
	01/01/1994	12/31/1994	Administrative Aide III	Visayas College of Agriculture	134.36	-	Casual	Y
	01/01/1991	12/31/1993	Administrative Aide III	Visayas College of Agriculture	98.00	-	Casual	Y
	07/08/1989	12/31/1990	Administrative Aide III	Visayas College of Agriculture	215.60	-	Contractual	Y
	06/13/1988	06/30/1989	Clerk	Visayas College of Agriculture	32.85	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	02/05/2024			

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		
	N/A	N/A	N/A	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/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/21/2022	2	Technical	Department of Health / Visayas State 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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/05/2024
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<div>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>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<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>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<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>		<div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
<div>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><div><div>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div> </div><div>Right Thumbmark</div></div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: N/A</div><div>ID/License/Passport No.: N/A</div><div>Date/Place of Issuance: N/A</div></div>	<div><div> </div><div>Signature (Sign inside the box)</div><div>02/05/2024</div><div>Date Accomplished</div></div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div> </div><div>Person Administering Oath</div></div>														