

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	Avila	
FIRST NAME	Doryn Jan	NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	Lauzon	
3. DATE OF BIRTH (mm/dd/yyyy)	01/15/1981	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: Philippines
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS Duplex I-1 House/Block/Lot No. _____ Street _____ Visca Pangasungan Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
7. HEIGHT (m)	1.52	
8. WEIGHT (kg)	60.00	
9. BLOOD TYPE	O	18. PERMANENT ADDRESS House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE _____
10. GSIS ID NO.	N/A	
11. PAG-IBIG ID NO.	N/A	
12. PHILHEALTH NO.	N/A	
13. SSS NO.	N/A	19. TELEPHONE NO. (1
14. TIN NO.	N/A	20. MOBILE NO. 930-647-9167
15. AGENCY EMPLOYEE NO. V00061		21. E-MAIL ADDRESS (if any) dorynjan.avila@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	Francesca Margarita L. Avila	07/14/2007
MIDDLE NAME	N/A		Juliana Isobel Lauzon	08/07/2020
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Lauzon			
FIRST NAME	Dominador	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Aguillon			
25. MOTHER'S MAIDEN NAME	Dizon			
SURNAME	Lauzon			
FIRST NAME	Roberta			
MIDDLE NAME	Dizon		<i>(Continue on separate sheet if necessary)</i>	

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	Visca Foundation Elementary School	Elementary	1988	1994		1994	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1994	1998		1998	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	1998	2002		2002	N/A
GRADUATE STUDIES	University of San Carlos	Master of Science in Business Administration	2006				N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/31/2023
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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	PRESENT	Instructor I	Visayas State University	29,737.00	12-3	Temporary	Y
01/01/2022		Instructor I	Visayas State University	28,180.00	12-3	Temporary	Y
09/30/2021		Instructor I	Visayas State University	26,624.00	12-3	Temporary	Y
08/01/2021	07/31/2022	Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
07/30/2020	07/31/2021	Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
08/01/2019	12/31/2019	Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
01/01/2019		Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
05/23/2018	12/31/2019	Instructor I	Visayas State University	22,410.00	12-2	Temporary	Y
01/01/2018	05/22/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
10/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016	09/30/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
11/01/2015	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
12/01/2012	10/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/01/2012	11/30/2012	Instructor I	Visayas State University	19,940.00	-	Contractual	Y
06/01/2011	05/31/2012	Instructor I		18,333.00	-	Contractual	Y
06/24/2010	05/31/2011	Instructor I		16,726.00	-	Contractual	Y
11/19/2009	06/23/2010	Instructor I		15,119.00	-	Contractual	Y
11/19/2009		Instructor I		15,119.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE _____ **DATE** 08/31/2023

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			
	N/A	N/A	N/A	N/A	N/A	N/A

(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	08/31/2023
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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? 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: _____

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.

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

PHOTO

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: N/A
ID/License/Passport No.: N/A
Date/Place of Issuance: N/A

Signature (Sign inside the box)
08/31/2023
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