

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	Balbarino				
FIRST NAME	Vivian			NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Villocino				
3. DATE OF BIRTH (mm/dd/yyyy)	08/23/1960	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:		
4. PLACE OF BIRTH	Cebu City	If holder of dual citizenship, please indicate the details.	Philippines		
5. SEX	☐ Male ☒ Female				
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ 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.	V00072		City/Municipality Province		
19. TELEPHONE NO.		1			
20. MOBILE NO.		1			
21. E-MAIL ADDRESS (if any)	vbalbarino@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	Maguikay Elementary School	Elementary	1967	1973		1973	N/A
SECONDARY	St. Louis School of Mandaue	High School	1973	1977		1977	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	1977	1982		1982	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Agricultural Extension	0		30		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/04/2025
-----------	--	------	------------

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						
01/01/2025		Administrative Officer V	Visayas State University	51,304.00	18-1	Permanent	Y
01/01/2024		Administrative Officer V	Visayas State University	49,015.00	18-1	Permanent	Y
01/01/2024		Administrative Officer V	Visayas State University	49,015.00	18-1	Permanent	Y
07/03/2023		Administrative Officer V	Visayas State University	46,725.00	18-1	Permanent	Y
07/03/2023		Administrative Officer V	Visayas State University	46,725.00	18-1	Permanent	Y
01/01/2023		Administrative Officer III	Visayas State University	34,888.00	14-4	Permanent	Y
01/01/2022		Administrative Officer III	Visayas State University	33,366.00	14-4	Permanent	Y
01/16/2021		Administrative Officer III	Visayas State University	31,844.00	14-4	Permanent	Y
01/01/2021		Administrative Officer III	Visayas State University	31,491.00	14-3	Permanent	Y
01/01/2020		Administrative Officer III	Visayas State University	29,969.00	14-3	Permanent	Y
01/01/2019		Administrative Officer III	Visayas State University	28,447.00	14-3	Permanent	Y
01/16/2018	12/31/2018	Administrative Officer III	Visayas State University	26,806.00	14-2	Permanent	Y
01/01/2018	01/15/2018	Administrative Officer III	Visayas State University	27,122.00	14-3	Permanent	Y
01/01/2017	12/31/2017	Administrative Officer III	Visayas State University	25,573.00	14-2	Permanent	Y
01/01/2016	12/31/2016	Administrative Officer III	Visayas State University	24,396.00	14-2	Permanent	Y
01/16/2015	12/31/2015	Administrative Officer III		23,274.00	-	Permanent	Y
06/01/2012	01/15/2015	Administrative Officer III		23,044.00	-	Permanent	Y
01/16/2012	05/31/2012	Administrative Officer III		21,078.00	-	Permanent	Y
07/16/2011	01/15/2012	Administrative Officer II		18,227.00	-	Permanent	Y
06/01/2011	07/15/2011	Administrative Officer II		17,994.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Officer II		16,687.00	-	Permanent	Y
07/01/2009	06/23/2010	Administrative Officer II		15,379.00	-	Permanent	Y
07/16/2008	06/30/2009	Administrative Officer II		14,071.00	-	Permanent	Y
07/01/2008	07/14/2008	Administrative Officer II		13,726.00	-	Permanent	Y
07/01/2007	06/30/2008	Administrative Officer II		12,478.00	-	Permanent	Y
07/16/2005	06/30/2007	Administrative Officer II		11,344.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/04/2025
-----------	--	------	------------

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						
	12/01/2004	07/15/2005	Administrative Officer II		11,068.00	-	Permanent	Y
	07/16/2002	11/30/2004	Information Officer I		11,068.00	-	Permanent	Y
	07/01/2001	07/15/2002	Information Officer I		10,798.00	-	Permanent	Y
	01/01/2000	06/30/2001	Information Officer I		10,284.00	-	Permanent	Y
	07/01/1999	12/31/1999	Information Officer I		9,349.00	-	Permanent	Y
	11/01/1997	06/30/1999	Information Officer I		9,121.00	-	Permanent	Y
	01/01/1997	10/31/1997	Information Officer I		7,682.00	-	Permanent	Y
	07/01/1996	12/31/1996	Information Officer I		6,243.00	-	Permanent	Y
	02/01/1996	12/31/1994	Communication Equipment Operator		138.63	-	Casual	Y
	01/01/1996	06/30/1996	Communication Equipment Operator		229.55	-	Casual	Y
	01/01/1995	12/31/1995	Communication Equipment Operator		184.09	-	Casual	Y
	01/01/1994	01/31/1994	Science Aide		305.00	-	Contractual	Y
	01/16/1993	12/31/1993	Science Aide		225.00	-	Contractual	Y
	01/16/1992	12/31/1992	Science Aide		225.00	-	Contractual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	03/04/2025			

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)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/04/2025
------------------	--	-------------	------------

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)?		☐ YES☐ NO ☐ YES☐ NO If YES, give details: _____													
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		☐ YES☐ NO If YES, give details: _____ ☐ 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)? 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: _____ ☐ 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? b. Are you a person with disability? c. Are you a solo parent?		☐ YES☐ NO If YES, please specify: _____ ☐ YES☐ NO If YES, please specify ID No _____ ☐ YES☐ NO If YES, please specify ID No _____													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <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.													
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.		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 Right Thumbmark													
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A		Signature (Sign inside the box) 03/04/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath															