

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)	1.52	ZIP CODE	House/Block/Lot No. Street Guadalupe	
8. WEIGHT (kg)	56.00		Subdivision/Village Barangay INOPACAN LEYTE	
9. BLOOD TYPE	O		City/Municipality Province 6522	
10. GSIS ID NO.	N/A		18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street Guadalupe
12. PHILHEALTH NO.	N/A	Subdivision/Village Barangay INOPACAN LEYTE		
13. SSS NO.	N/A	City/Municipality Province 6522		
14. TIN NO.	N/A	19. TELEPHONE NO.		(1
15. AGENCY EMPLOYEE NO.	V00072	20. MOBILE NO.		917-551-8871
		21. E-MAIL ADDRESS (if any)	vbalbarino@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BALBARINO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EDWIN	NAME EXTENSION (JR., SR)	VIVIENE VILLOCINO BALBARINO	10/15/1997
MIDDLE NAME	ADOLFO			
OCCUPATION	RETIREE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VILLOCINO			
FIRST NAME	SANTOS	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	BARRIOS			
25. MOTHER'S MAIDEN NAME	CABALHUG			
SURNAME	VILLOCINO			
FIRST NAME	APOLONIA			
MIDDLE NAME	BERDIN		(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	Univeristy of the Visayas	High School	1975	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	03/05/2025
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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
	CAREER SERVICE PROFESSIONAL EXAMINATION	71.48	07/26/1987	Tacloban City	035855	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	03/05/2025
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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						
	12/01/2004	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	03/05/2025			

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)

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			
	Public Financial Management Workshop 2024	09/18/2024	09/20/2024	36	Managerial	Visayas State University
	Strategic Planning Training Workshop	07/22/2024	07/26/2024	40	Supervisory	Visayas State University
	Strategic Foresight-Scenario Building Training Workshop	07/15/2024	07/19/2024	40	Supervisory	Visayas State University
	Symposium on Fiscal Remedies in Procurement and Property Management	04/03/2024	04/05/2024	32	Supervisory	ALLS Management Consultants, Inc.
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8	Managerial	Visayas State University
	Accounting for Non-Accountants	07/25/2023	07/28/2023	32	Supervisory	Personnel Officers Association of the Philippines, Inc.
	Benchmarking and Capacity Needs Assessment Towards Developing VSU into a National Green University: Netherlands	06/23/2023	07/04/2023	40	Technical	Stichting Stagiaries Cebu
	Problem Solving and Decision -Making	11/06/2018	11/09/2018	32	Supervisory	Personnel Officers Association of the Philippines, Inc.

(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	03/05/2025
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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? 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>GUIRALDO C. FERNANDEZ</td><td>DLABS, VSU, Baybay City, Leyte</td><td></td></tr><tr><td>RYSAN C. GUINOCOR</td><td>Admin. Services, VSU, Visca, Baybay City</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	GUIRALDO C. FERNANDEZ	DLABS, VSU, Baybay City, Leyte		RYSAN C. GUINOCOR	Admin. Services, VSU, Visca, Baybay City				
NAME	ADDRESS	TEL. NO.												
GUIRALDO C. FERNANDEZ	DLABS, VSU, Baybay City, Leyte													
RYSAN C. GUINOCOR	Admin. Services, VSU, Visca, Baybay City													
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: PASSPORT ID/License/Passport No.: P1607830C Date/Place of Issuance: 09/08/2022 / Tacloban City	Signature (Sign inside the box) 03/05/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														