

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	Braga		
FIRST NAME	Rommel	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Dumandan		
3. DATE OF BIRTH (mm/dd/yyyy)	08/06/1970	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	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	N/A N/A House/Block/Lot No. Street N/A Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	1.00		
9. BLOOD TYPE	A-	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	70080601393	ZIP CODE	
11. PAG-IBIG ID NO.	170000243601		
12. PHILHEALTH NO.	130000145018		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	116623326	20. MOBILE NO.	N/A
15. AGENCY EMPLOYEE NO.	V00114	21. E-MAIL ADDRESS (if any)	rommel.braga@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Braga		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Flores	NAME EXTENSION (JR., SR)	Jhemelyn B. Braga	07/24/1990
MIDDLE NAME	Balmes		Floremel B. Braga	10/17/1992
OCCUPATION	Housewife		Jenny B. Braga	11/03/1996
EMPLOYER/BUSINESS NAME			Rommel James B. Braga Jr.	04/04/2002
BUSINESS ADDRESS			Ronald James B. Braga	11/20/2009
TELEPHONE NO.				
24. FATHER'S SURNAME	Raymundo			
FIRST NAME	Hondez	NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME	Dumandan			
SURNAME	Adela			
FIRST NAME	Sta. Iglesia			
MIDDLE NAME			(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 Central School	Elementary	1976	1982	Graduated	1982	N/A
SECONDARY	Bunga National High Shool	High School	1982	1986	Graduated	1986	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/16/2023
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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		Administrative Aide III	Visayas State University	15,020.00	3-4	Permanent	Y
07/01/2022		Administrative Aide III	Visayas State University	14,454.00	3-4	Permanent	Y
01/01/2022		Administrative Aide III	Visayas State University	14,343.00	3-3	Permanent	Y
01/01/2022		Administrative Aide III	Visayas State University	14,343.00	3-3	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,781.00	3-3	Permanent	Y
01/01/2020		Administrative Aide III	Visayas State University	13,220.00	3-3	Permanent	Y
07/02/2019	12/31/2019	Administrative Aide III	Visayas State University	12,658.00	3-3	Permanent	Y
01/01/2019	07/01/2019	Administrative Aide III	Visayas State University	12,658.00	3-3	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide III	Visayas State University	12,013.00	3-2	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide III	Visayas State University	11,488.00	3-2	Permanent	Y
07/01/2016	12/31/2016	Administrative Aide III	Visayas State University	10,985.00	3-2	Permanent	Y
01/01/2016	06/30/2016	Administrative Aide III	Visayas State University	10,883.00	3-1	Permanent	Y
07/01/2013	12/31/2015	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
06/01/2012	06/30/2013	Administrative Aide I	Visayas State University	9,365.00	-	Permanent	Y
06/12/2011	05/31/2012	Administrative Aide I	Visayas State University	8,721.00	-	Permanent	Y
06/01/2011	12/05/2011	Administrative Aide I	Visayas State University	8,610.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide I	Visayas State University	7,947.00	-	Permanent	Y
07/01/2009	06/23/2010	Administrative Aide I		7,285.00	-	Permanent	Y
12/06/2008	06/30/2009	Administrative Aide I		6,622.00	-	Permanent	Y
07/01/2008	12/05/2008	Administrative Aide I		6,460.00	-	Permanent	Y
07/01/2007	06/30/2008	Administrative Aide I		5,873.00	-	Permanent	Y
12/06/2005	06/30/2007	Administrative Aide I		5,339.00	-	Permanent	Y
12/01/2004	12/05/2005	Administrative Aide I		5,209.00	-	Permanent	Y
12/06/2002	11/30/2004	Utility Worker I		5,209.00	-	Permanent	Y
07/01/2001	12/05/2002	Utility Worker I		5,082.00	-	Permanent	Y
01/01/2000	06/30/2001	Utility Worker I		4,840.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/16/2023
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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						
	12/06/1999	12/31/1999	Utility Worker I		4,400.00	-	Permanent	Y
	01/01/1997	05/12/1999	Utility Worker I		200.00	-	Casual	Y
	01/01/1996	12/31/1996	Utility Worker I		200.00	-	Casual	Y
	01/01/1995	12/31/1995	Utility Worker I		172.73	-	Casual	Y
	01/01/1994	12/31/1994	Utility Worker I		127.26	-	Casual	Y
	01/01/1993	12/31/1993	Laborer I		90.90	-	Casual	Y
	01/01/1991	12/31/1992	Laborer I		90.90	-	Casual	Y
	07/01/1989	12/31/1990	Laborer I		90.90	-	Casual	Y
	06/01/1989	06/30/1989	Laborer		32.85	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	03/16/2023			

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			
	Frontliners and Excellent Customer Service	11/09/2022	11/09/2022	8	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	RFID Library Systems Start - Up Training	05/03/2018	05/03/2018	8	Instruction	Electronic Information Solutions, Inc. and VSU Library
	Fire Prevention Seminar and Training on Mass Casualty Incident Responce	03/27/2015	03/27/2015	8	Instruction	Bureau of Fire Protection /VSU

(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)
	BASKETBALL		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/16/2023
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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? 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>SHEIRA MAY T. CAMACHO</td><td>VSU, BAYBAY CITY</td><td>563 - 7562</td></tr><tr><td>JOVELYN H. MABUAN</td><td>VSU, BAYBAY CITY</td><td>563 - 7512</td></tr><tr><td>Andreli D. Pardales</td><td>BRGY. GUADALUPE, BAYBAY CITY</td><td>563 - 7572</td></tr></table>			NAME	ADDRESS	TEL. NO.	SHEIRA MAY T. CAMACHO	VSU, BAYBAY CITY	563 - 7562	JOVELYN H. MABUAN	VSU, BAYBAY CITY	563 - 7512	Andreli D. Pardales	BRGY. GUADALUPE, BAYBAY CITY	563 - 7572
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Andreli D. Pardales	BRGY. GUADALUPE, BAYBAY CITY	563 - 7572												
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) 03/16/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														