

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	Colis														
FIRST NAME	Honey Sofia	NAME EXTENSION (JR., SR) N/A													
MIDDLE NAME	Vega														
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1967	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines												
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.													
5. SEX	☐ Male ☒ Female														
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	<table><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td></td><td>Guadalupe (Utod)</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>BAYBAY</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr><tr><td colspan="2">ZIP CODE 6521</td></tr></table>	House/Block/Lot No.	Street		Guadalupe (Utod)	Subdivision/Village	Barangay	BAYBAY	LEYTE	City/Municipality	Province	ZIP CODE 6521	
House/Block/Lot No.	Street														
	Guadalupe (Utod)														
Subdivision/Village	Barangay														
BAYBAY	LEYTE														
City/Municipality	Province														
ZIP CODE 6521															
7. HEIGHT (m)	1.59	18. PERMANENT ADDRESS													
8. WEIGHT (kg)	63.00														
9. BLOOD TYPE	A+														
10. GSIS ID NO.	6704250183														
11. PAG-IBIG ID NO.	1700002725														
12. PHILHEALTH NO.	GHVC042567														
13. SSS NO.	0620517643	19. TELEPHONE NO.	N/A												
14. TIN NO.	116627557	20. MOBILE NO.	917-634-1490												
15. AGENCY EMPLOYEE NO.	V00159	21. E-MAIL ADDRESS (if any)	honey.colis@vsu.edu.ph												

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Colis		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jesus Clyde	NAME EXTENSION (JR., SR)	Krishna Andrea V. Colis	11/30/1994
MIDDLE NAME	Flandez		Kanzi Andre V. Colis	01/30/2004
OCCUPATION	Cooperative Development Specialist			
EMPLOYER/BUSINESS NAME	Cooperative Development Authority			
BUSINESS ADDRESS	Tacloban City			
TELEPHONE NO.	+09155259595			
24. FATHER'S SURNAME	Vega			
FIRST NAME	Teofilo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Poliquit			
25. MOTHER'S MAIDEN NAME	Israel			
SURNAME	Israel			
FIRST NAME	Sofia			
MIDDLE NAME	Derecho		(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	Franciscan College of Immaculate Conception	Elementary	1973	1979		1979	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1979	1983		1983	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	1983	1987		1987	N/A
GRADUATE STUDIES	Leyte Normal University	Master in Management	2007	2010		2010	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		02/22/2023		

Attachment A

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			
	GRADUATE STUDIES	University of San Jose Recoletos	Doctor in Management (Major in Human Resource Management)	2016		45		
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		02/22/2023		

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	76.30	07/26/1987	Tacloban City	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 Officer V	Visayas State University	48,253.00	18-4	Permanent	Y
10/24/2022		Administrative Officer V	Visayas State University	46,731.00	18-4	Permanent	Y
01/01/2022		Administrative Officer V	Visayas State University	44,694.00	18-3	Permanent	Y
01/01/2022		Administrative Officer V	Visayas State University	46,216.00	18-3	Permanent	Y
01/01/2021		Administrative Officer V	Visayas State University	43,681.00	18-1	Permanent	Y
01/01/2021		Administrative Officer V	Visayas State University	44,694.00	18-3	Permanent	Y
01/01/2020		Administrative Officer V	Visayas State University	42,159.00	18-1	Permanent	Y
10/24/2019	12/31/2019	Administrative Officer V	Visayas State University	40,637.00	18-1	Permanent	Y
01/01/2019	10/23/2019	Administrative Officer V	Visayas State University	31,292.00	15-3	Permanent	Y
01/01/2018	12/31/2018	Administrative Officer IV	Visayas State University	29,713.00	15-3	Permanent	Y
01/01/2017	12/31/2017	Administrative Officer IV	Visayas State University	28,214.00	15-3	Permanent	Y
01/01/2016	12/31/2016	Administrative Officer IV	Visayas State University	26,790.00	15-3	Permanent	Y
01/01/2016	12/31/2016	Administrative Officer IV	Visayas State University	26,192.00	15-1	Permanent	Y
06/16/2014	12/31/2015	Administrative Officer IV	Visayas State University	24,887.00	-	Permanent	Y
06/01/2012	06/15/2014	Administrative Officer III	Visayas State University	23,044.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Officer III	Visayas State University	21,078.00	-	Permanent	Y
03/01/2011	05/31/2011	Administrative Officer III	Visayas State University	19,112.00	-	Permanent	Y
06/24/2010	02/28/2011	Administrative Officer II	Visayas State University	187,788.00	-	Provisional/Substitute	Y
07/01/2009	06/23/2010	Administrative Officer II	Visayas State University	170,376.00	-	Provisional/Substitute	Y
07/01/2008	06/30/2009	Administrative Officer II	Visayas State University	12,748.00	-	Permanent	Y
12/01/2007	06/30/2008	Administrative Officer II	Visayas State University	11,589.00	-	Temporary	Y
07/01/2007	11/30/2007	Administrative Officer II	Visayas State University	139,068.00	-	Provisional/Substitute	Y
12/01/2004	06/30/2007	Administrative Officer II	Leyte State University	126,420.00	-	Provisional/Substitute	Y
07/01/2001	11/30/2004	Private Secretary	Visayas College of Agriculture	126,420.00	-	Provisional/Substitute	Y
01/01/2000	06/30/2001	Private Secretary	Visayas College of Agriculture	120,396.00	-	Provisional/Substitute	Y
12/01/1999	12/31/1999	Private Secretary	Visayas College of Agriculture	109,452.00	-	Provisional/Substitute	Y

PLEASE SEE ATTACHMENT B

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/22/2023
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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

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Good command in planning & organizing job	N/A	VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
Proficient in supervisory, leadership & decision making skill		VSU Alumni Association
Ability to format and manipulate reports, data, spreadsheets and graphics packages(i.e MS Office) an		
Excellent in team work and interpersonal relation		
Plays lawn and table tennis, badminton and do fitness yoga		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/22/2023
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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>Jose L. Bacusmo</td><td>VSU, Visca</td><td>09173108076</td></tr><tr><td>Paciencia P. Milan</td><td>Brgy. Guadalupe, Baybay City</td><td>09484492730</td></tr><tr><td>Manuel K. Palomar</td><td>Brgy. San Agustin, Baybay, Leyte</td><td>09279397611</td></tr></table>			NAME	ADDRESS	TEL. NO.	Jose L. Bacusmo	VSU, Visca	09173108076	Paciencia P. Milan	Brgy. Guadalupe, Baybay City	09484492730	Manuel K. Palomar	Brgy. San Agustin, Baybay, Leyte	09279397611
NAME	ADDRESS	TEL. NO.												
Jose L. Bacusmo	VSU, Visca	09173108076												
Paciencia P. Milan	Brgy. Guadalupe, Baybay City	09484492730												
Manuel K. Palomar	Brgy. San Agustin, Baybay, Leyte	09279397611												
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) 02/22/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														