

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:
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	House/Block/Lot No. Street 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.	6704250183	ZIP CODE	
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.	09685499998			
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		01/22/2025		

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		01/22/2025		

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
	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						
10/16/2024		Supervising Administrative Officer	Visayas State University	74,836.00	22-1	Permanent	Y
01/01/2024		Administrative Officer V	Visayas State University	51,721.00	18-6	Permanent	Y
01/01/2023		Administrative Officer V	Visayas State University	49,305.00	18-6	Permanent	Y
01/01/2023		Administrative Officer V	Visayas State University	48,253.00	18-4	Permanent	Y
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	46,216.00	18-3	Permanent	Y
01/01/2021		Administrative Officer V	Visayas State University	44,694.00	18-3	Permanent	Y
01/01/2021		Administrative Officer V	Visayas State University	43,681.00	18-1	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	26,192.00	15-1	Permanent	Y
01/01/2016	12/31/2016	Administrative Officer IV	Visayas State University	26,790.00	15-3	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

PLEASE SEE ATTACHMENT B

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/22/2025
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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		
	Catholic Women's League, Visca Unit Visca, Baybay City, Leyte	01/15/2023	PRESENT	1	Vice President

(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			
	Basic Course Training on the RA 9184 (Procurement Act) and its Revised Rules and Regulations 2016	11/26/2024	11/28/2024	24	Technical	Department of Budget and Management Regional Office VIII
	Human Capital Excellence Summit: BSP's Journey Towards Level 4 PRIME HRM	11/19/2024	11/19/2024	8	Managerial	Bangko Sentral ng Pilipinas (Online)
	2024 Service Excellence Summit for Leaders	11/13/2024	11/14/2024	16	Managerial	Civil Service Commission Regional Office VIII
	Public Financial Management Workshop 2024	09/18/2024	09/20/2024	24	Managerial	Department of Budget and Management-Region 8
	2024 Visayas Congress of HRM Practitioners	05/21/2024	05/22/2024	16	Supervisory	Civil Service Commission Regional Office VIII
	2023 Service Excellence Summit for Leaders	11/09/2023	11/10/2023	16	Managerial	Civil Service Commission - Region 8
	Supervisory Development Course (SDC) Tracks 2 & 3	10/09/2023	10/13/2023	40	Managerial	Civil Service Commission - Region 8
	Seminar-Workshop on Records Counter Disaster and Business Continuity (RCDBC)	08/15/2023	08/17/2023	24	Technical	National Archives of the Philippines
	2023 Visayas-wide Continuing Professional Education for HR Practitioners	03/06/2023	03/08/2023	24	Managerial	Civil Service Commission
	"Control your Records before They Control You: The Basics of Records Management and Records Control"	02/14/2023	02/16/2023	16	Managerial	Civil Service Commission
	2022 Conversations with Local Leaders in Eastern Visayas	11/28/2022	11/29/2022	16	Managerial	Civil Service Commission - Region 8
	National Convention for HRM Practitioners and People Managers of SUCs	08/30/2022	09/01/2022	24	Managerial	People Managers Association of State Universities and Colleges, Inc. (PMASUC)
	2021 Service Excellence Summit for Leaders (SESL)	09/09/2021	09/10/2021	12	Managerial	Civil Service Commission
	Basic Occupational Safety and Health Training for the Public Sector	06/07/2021	06/11/2021	40	Technical	DOLE-OSHC
	2021 Regional Congress of Human Resource Management Practitioners (HRMPs)	03/10/2021	03/11/2021	16	Managerial	CSC Region VIII
	Course on Strengthening Integrity and Accountability Amidst the COVID-19 Pandemic	12/02/2020	12/10/2020	24	Managerial	Civil Service Commission
	Administrative Staff Training at Masaryk University, Brno, Czech Republic	04/22/2012	05/21/2012	160	Technical	EU- Erasmus Mundus

(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		Civil Service Commission PAGASA Award - Group Category		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	01/22/2025
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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>Jose L. Bacusmo</td><td>Brgy. Sta. Cruz, Baybay City, Leyte</td><td>09686906880</td></tr><tr><td>Paciencia P. Milan</td><td>Brgy. Guadalupe, Baybay City, Leyte</td><td>09484492730</td></tr><tr><td>Edgardo E. Tulin</td><td>Visca, Baybay City, Leyte</td><td>09173108081</td></tr></table>				NAME	ADDRESS	TEL. NO.	Jose L. Bacusmo	Brgy. Sta. Cruz, Baybay City, Leyte	09686906880	Paciencia P. Milan	Brgy. Guadalupe, Baybay City, Leyte	09484492730	Edgardo E. Tulin	Visca, Baybay City, Leyte	09173108081
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Jose L. Bacusmo	Brgy. Sta. Cruz, Baybay City, Leyte	09686906880													
Paciencia P. Milan	Brgy. Guadalupe, Baybay City, Leyte	09484492730													
Edgardo E. Tulin	Visca, Baybay City, Leyte	09173108081													
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) 01/22/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath															