

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	Elorcha		
FIRST NAME	Alex	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Olmoquez		
3. DATE OF BIRTH (mm/dd/yyyy)	01/11/1963	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	☒ Male ☐ Female		Philippines
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	18. PERMANENT ADDRESS	House/Block/Lot No. Street
12. PHILHEALTH NO.	N/A	ZIP CODE	Subdivision/Village Barangay
13. SSS NO.	N/A		City/Municipality Province
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	V00189		21. E-MAIL ADDRESS (if any)

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ELORCHA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	FE	NAME EXTENSION (JR., SR)	JOSEPH ANTHONY D. ELORCHA	03/20/2002
MIDDLE NAME	DINOTE		IRISH FATIMA D. ELORCHA	03/29/2006
OCCUPATION	HOUSEWIFE		GLORIA MARIE D. ELORCHA	11/04/2009
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS				
TELEPHONE NO.	09625454633			
24. FATHER'S SURNAME	ELORCHA			
FIRST NAME	TEODULO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MARTINEZ			
25. MOTHER'S MAIDEN NAME	LYDIA GORIT OLMOGUEZ			
SURNAME	ELORCHA			
FIRST NAME	LYDIA			
MIDDLE NAME	OLMOQUEZ		(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	Tudela Central Elementary School	Elementary	1969	1974		1974	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1975	1979		1979	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Science in Accountancy	1990	1995		1995	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Agricultural Development	0				N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2023
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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
	Police Officer Eligibility	82.12	08/01/1993	LSU (Visca)	622473	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		Security Guard III	Visayas State University	19,923.00	8-2	Permanent	Y
01/01/2022		Security Guard III	Visayas State University	19,170.00	8-2	Permanent	Y
09/03/2021		Security Guard III	Visayas State University	18,417.00	8-2	Permanent	Y
01/01/2021		Security Guard III	Visayas State University	18,251.00	8-1	Permanent	Y
01/01/2021		Security Guard III	Visayas State University	18,251.00	8-1	Permanent	Y
01/01/2020		Security Guard III	Visayas State University	17,505.00	8-1	Permanent	Y
01/01/2019		Security Guard III	Visayas State University	16,758.00	8-1	Permanent	Y
09/03/2018	12/31/2018	Security Guard III	Visayas State University	16,282.00	8-1	Permanent	Y
01/01/2018	02/09/2018	Security Guard II	Visayas State University	13,705.00	5-3	Permanent	Y
01/01/2017	12/31/2017	Security Guard II	Visayas State University	13,206.00	5-3	Permanent	Y
01/01/2016	12/31/2016	Security Guard II	Visayas State University	12,725.00	5-3	Permanent	Y
12/01/2015	12/31/2015	Security Guard II	Visayas State University	12,261.00	-	Permanent	Y
12/01/2012	11/30/2015	Security Guard II	Visayas State University	12,139.00	-	Permanent	Y
06/01/2012	11/30/2012	Security Guard II	Visayas State University	12,019.00	-	Permanent	Y
06/01/2011	05/31/2012	Security Guard II	Visayas State University	11,145.00	-	Permanent	Y
06/24/2010	05/31/2011	Security Guard II	Visayas State University	10,271.00	-	Permanent	Y
12/01/2009	06/23/2010	Security Guard II	Visayas State University	9,396.00	-	Permanent	Y
07/01/2009	11/30/2009	Security Guard I	Visayas State University	8,753.00	-	Permanent	Y
07/01/2008	06/30/2009	Security Guard I	Visayas State University	8,063.00	-	Permanent	Y
02/25/2008	06/30/2008	Security Guard I	Visayas State University	7,330.00	-	Permanent	Y
07/01/2007	02/24/2008	Security Guard I	Visayas State University	7,153.00	-	Permanent	Y
02/25/2005	06/30/2007	Security Guard I	Leyte State University	6,503.00	-	Permanent	Y
01/01/2002	02/24/2005	Security Guard I	Leyte State University	6,343.00	-	Permanent	Y
07/01/2001	12/31/2001	Security Guard I	Visayas College of Agriculture	6,343.00	-	Permanent	Y
10/17/2000	06/30/2001	Security Guard I	Visayas College of Agriculture	6,041.00	-	Permanent	Y
01/01/2000	10/16/2000	Security Guard I	Visayas College of Agriculture	5,894.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2023
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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						
	10/17/1997	12/31/1999	Security Guard I	Visayas College of Agriculture	5,358.00	-	Permanent	Y
	01/01/1997	10/16/1997	Security Guard I	Visayas College of Agriculture	5,228.00	-	Permanent	Y
	01/01/1996	12/31/1996	Security Guard I	Visayas College of Agriculture	4,956.00	-	Permanent	Y
	01/01/1995	12/31/1995	Security Guard I	Visayas College of Agriculture	3,956.00	-	Permanent	Y
	10/17/1994	12/31/1994	Security Guard I	Visayas College of Agriculture	2,956.00	-	Permanent	Y
	01/01/1994	10/16/1994		Visayas College of Agriculture	134.36	-	Casual	Y
	07/23/1990	12/31/1993		Visayas College of Agriculture	98.00	-	Casual	Y
	07/01/1989	06/30/1990		Visayas College of Agriculture	98.00	-	Casual	Y
	07/01/1988	06/30/1989		Visayas College of Agriculture	32.85	-	Casual	Y
	12/14/1987	06/30/1988	service crew	Visayas College of Agriculture	32.85	-	Casual	Y
	03/01/1987	12/13/1987	service crew	Visayas College of Agriculture	22.90	-	Casual	Y
	07/01/1986	02/28/1987	service crew	Visayas College of Agriculture	19.90	-	Casual	Y
	01/01/1985	06/30/1986	service crew	Visayas College of Agriculture	18.10	-	Casual	Y
	05/01/1984	12/31/1984	service crew	Visayas College of Agriculture	16.45	-	Casual	Y
	08/16/1983	04/30/1984	service crew	Visayas College of Agriculture	14.95	-	Casual	Y
	03/01/1982	04/30/1983	Electrician Aide	Visayas College of Agriculture	14.95	-	Casual	Y
	05/09/1981	02/28/1982	Electrician Aide	Visayas College of Agriculture	13.00	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE					DATE		03/21/2023	

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			
	FIRST STUDENTS GENERAL ASSEMBLY (SPEAKER)	11/23/2022	11/23/2022	8	Technical	UNIVERSITY STUDENT SUPREME COUNCIL
	ORIENTATION & RE-ORIENTATION OF SECURITY GUARDS DUTIES & RESPONSIBILITIES	09/16/2022	09/16/2022	8	Technical	OFFICE OF THE DIRECTOR FOR GENERAL SERVICES
	COMMUNITY BASED AND RISK REDUCTION MANAGEMENT (CBDRRM-TRAINING (F2F)	06/04/2022	06/04/2022	8	Technical	Philippine KOICA Feelow Association Inc. (PHILKOFA)
	REFRESHER COURSE COURSE TRAINING FOR SECURITY GUARDS	11/25/2021	12/03/2022	56	Technical	JVO DYNAMIC SECURITY TRAINING ACADEMY
	CBDRRM	09/14/2021	09/17/2021	32	Technical	NATIONAL DISASTER RISK REDUCTION MANAGEMENT THRU OCD
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	MANDATORY TRAINING FOR FIRE BRIGADE UNDER RA 9514	11/05/2018	11/09/2018	40	Technical	Bureau of Fire Protection Baybay City
	PERSONNEL UPLATING PERSONALITY DEVELOPMENT IN THE NAME OF SERVICE	05/08/2017	05/09/2017	16	Technical	LEYTE NORMAL UNIVERSITY
	Emergency Responce Skills Training	03/14/2016	03/18/2016	40	Technical	Bureau of Fire Protection Baybay City
	Fire Prevention Seminar and Training on Mass casualty incident Responce	03/27/2015	03/27/2015	8	Technical	Bureau of Fire Protection Baybay City
	Orientation and Re-orientation of Security Guards Duties and Responsibilities and Incident Blotter Writing	09/04/2014	09/04/2014	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	SEMINAR ON PREPERATION OF PERFORMANCE RATING REPORT AMONG SECURITY GUARDS	09/12/2011	09/12/2011	8	Technical	OVPAF
	Orientation and Re-orientation of Security Guards Duties and Responsibilities and Incident Blotter Writing	05/04/2011	05/04/2011	8	Technical	OVPAF
	BASIC OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR PUBLIC SECTOR	06/07/0221	06/11/2021	40	Technical	CSC-DOH-DOLE

(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		Philippine Guardian Brotherhood Incorporated VSU Chapter

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2023
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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>DEXTER MAGAN</td><td>PANGASUAGAN BAYBAY CITY</td><td>09753804045</td></tr><tr><td>ALELI S. VILLOCINO</td><td>VSU CAMPUS</td><td>VOIP: 1118</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	DEXTER MAGAN	PANGASUAGAN BAYBAY CITY	09753804045	ALELI S. VILLOCINO	VSU CAMPUS	VOIP: 1118			
NAME	ADDRESS	TEL. NO.												
DEXTER MAGAN	PANGASUAGAN BAYBAY CITY	09753804045												
ALELI S. VILLOCINO	VSU CAMPUS	VOIP: 1118												
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) 03/21/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														