

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	Escasinas		
FIRST NAME	Virgilio	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Alajas		
3. DATE OF BIRTH (mm/dd/yyyy)	11/17/1961	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Mahaplag,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	
7. HEIGHT (m)	1.65	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	80.00		Subdivision/Village Barangay
9. BLOOD TYPE	O		City/Municipality Province
10. GSIS ID NO.	1361012		
11. PAG-IBIG ID NO.	170000248775		
12. PHILHEALTH NO.	130000150437	18. PERMANENT ADDRESS	
13. SSS NO.	0368967069	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	116624259		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V00197		City/Municipality Province
19. TELEPHONE NO.			N/A
20. MOBILE NO.			091-615-7548
21. E-MAIL ADDRESS (if any)		virgilio.escasinas@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ESCASINAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LALAIN	NAME EXTENSION (JR., SR)	RELAN B. ESCASINAS	10/26/1985
MIDDLE NAME	BANEZ		RENAN B. ESCASINAS	06/26/1987
OCCUPATION	HOUSEKEEPER		RANIEL B. ESCASINAS	04/29/1994
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS				
TELEPHONE NO.	09161575482			
24. FATHER'S SURNAME	ESCASINAS			
FIRST NAME	SALUSTIANO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CASTANARES			
25. MOTHER'S MAIDEN NAME	MARINA STA.IGLESIA ALAJAS			
SURNAME	ESCASINAS			
FIRST NAME	MARINA			
MIDDLE NAME	ALAJAS		(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	Mahaplag Elementary School	Elementary	1968	1974	GRADUATE	1974	N/A
SECONDARY	Baybay High School	High School	1976	1980	GRADUATE	1980	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Palompon Institute of Technology	College	1980	1981	1ST SEMESTER	1981	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2023
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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		Security Guard III	Visayas State University	19,744.00	8-1	Permanent	Y
01/01/2022		Security Guard III	Visayas State University	18,998.00	8-1	Permanent	Y
01/01/2022		Security Guard III	Visayas State University	18,998.00	8-1	Permanent	Y
09/01/2021		Security Guard III	Visayas State University	18,251.00	8-1	Permanent	Y
01/01/2021		Security Guard II	Visayas State University	15,630.00	5-4	Permanent	Y
08/16/2020		Security Guard II	Visayas State University	14,981.00	5-4	Permanent	Y
01/01/2020	08/15/2020	Security Guard II	Visayas State University	14,867.00	5-3	Permanent	Y
01/01/2019		Security Guard II	Visayas State University	14,223.00	5-3	Permanent	Y
01/01/2018	12/31/2018	Security Guard II	Visayas State University	13,705.00	5-3	Permanent	Y
08/16/2017	12/31/2017	Security Guard II	Visayas State University	142,714.00	32-5	Permanent	Y
01/01/2017	08/15/2017	Security Guard II	Visayas State University	13,117.00	5-2	Permanent	Y
01/01/2016	12/31/2016	Security Guard II	Visayas State University	12,644.00	5-2	Permanent	Y
08/16/2014	12/31/2015	Security Guard II	Visayas State University	12,139.00	-	Permanent	Y
06/01/2012	08/15/2014	Security Guard II	Visayas State University	12,019.00	-	Permanent	Y
08/16/2011	05/31/2012	Security Guard II	Visayas State University	11,145.00	-	Permanent	Y
06/01/2011	08/15/2011	Security Guard I	Visayas State University	9,628.00	-	Permanent	Y
06/24/2010	05/31/2011	Security Guard I	Visayas State University	8,854.00	-	Permanent	Y
12/01/2009	06/23/2010	Security Guard I	Visayas State University	8,080.00	-	Permanent	Y
07/01/2008	11/30/2009	Security Guard I	Visayas State University	332.14	-	Casual	Y
01/01/2008	06/30/2008	Security Guard I	Visayas State University	301.95	-	Casual	Y
07/01/2007	06/30/2008	Security Guard I	Visayas State University	301.95	-	Casual	Y
01/01/2005	06/30/2007	Security Guard I	Leyte State University	274.50	-	Casual	Y
01/01/2004	12/31/2004	Security Guard I	Leyte State University	274.50	-	Casual	Y
01/01/2003	12/31/2003	Security Guard I	Leyte State University	274.50	-	Casual	Y
01/01/2002	12/31/2002	Security Guard I	Leyte State University	274.50	-	Casual	Y
07/01/2001	12/31/2001	Security Guard I	Visayas College of Agriculture	274.50	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2023
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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						
	01/01/2001	06/30/2001	Security Guard I	Visayas College of Agriculture	261.41	-	Casual	Y
	01/01/2000	12/31/2000	Security Guard I	Visayas College of Agriculture	261.41	-	Casual	Y
	07/01/1999	12/31/1999	Security Guard I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1999	06/30/1999	Security Guard I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1998	12/31/1998	Security Guard I	Visayas College of Agriculture	237.64	-	Casual	Y
	07/01/1997	12/31/1997	Security Guard I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1997	06/30/1997	Security Guard I	Visayas College of Agriculture	237.64	-	Casual	Y
	07/01/1996	12/31/1996	Security Guard I	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1996	06/30/1996	Security Guard I	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1995	12/31/1995		Visayas College of Agriculture	179.82	-	Casual	Y
	01/01/1994	12/31/1994		Visayas College of Agriculture	134.36	-	Casual	Y
	01/01/1991	12/31/1993		Visayas College of Agriculture	98.00	-	Casual	Y
	07/01/1989	12/31/1990		Visayas College of Agriculture	98.00	-	Casual	Y
	12/14/1987	06/30/1989		Visayas College of Agriculture	32.85	-	Casual	Y
	03/01/1987	12/13/1987		Visayas College of Agriculture	22.90	-	Casual	Y
	07/01/1986	02/28/1987		Visayas College of Agriculture	19.90	-	Casual	Y
	09/23/1985	06/30/1986		Visayas College of Agriculture	18.10	-	Casual	Y
	11/01/1982	12/31/1985	SECURITY GUARD	MERCURY DRUG STORE, CISA AGENCY	1,400.00	-	Contractual	N
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	05/01/2023			

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			
	SECURITY SERVICES RE TRAINING COURSE	11/25/2021	12/02/2021	72	Technical	JVO DYNAMIC SECURITY TRAINING ACADEMY ORMOC CITY
	BASIC OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR PUBLIC SECTOR	06/07/2021	06/11/2021	40	Technical	DEPARTMENT OF LABOR AND EMPLOYMENT OCCUPATIONAL SAFETY AND HEALTH CENTER
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	SECURITY SERVICES RE TRAINING COURSE	12/06/2018	12/11/2018	48	Technical	JVO DYNAMIC SECURITY TRAINING ACADEMY ORMOC CITY
	RE ORIENTATION AND VALUES IN THE WORKPLACE FOR LSU GUARDS	01/09/2002	01/09/2002	8	Technical	LEYTE STATE UNIVERSITY
	SEMINAR WORKSHOP ON CAMPUS SECURITY AND INVESTIGATION	09/10/1999	09/11/1999	16	Technical	VISCA
	NTC RESTRICTED LAND MOBILE	10/05/1996	10/05/1996	8	Technical	NTC ,ATI VISCA
	RE ORIENTATION TRAINING FOR SECURITY GUARD	07/03/1995	07/05/1995	24	Technical	ATI VISCA
	PRE LICENSING TRAINING COURSE FOR SECURITY GUARD	05/01/1982	05/30/1982	240	Technical	TAMARAW TRAINING CENTER CUBAO QUEZON CITY
(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)	
	DRIVING		N/A		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	05/01/2023	

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 _____														
			☐YES☒NO If YES, please specify ID No _____														
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>JOE L. BACUSMO</td><td>BAYBAY CITY, LEYTE</td><td></td></tr><tr><td>NILO ROA</td><td>BAYBAY CITY, LEYTE</td><td></td></tr><tr><td>DANIEL LESLIE S. TAN</td><td>VSU, BAYBAY CITY, LEYTE</td><td>VOIP 1002</td></tr></table>						NAME	ADDRESS	TEL. NO.	JOE L. BACUSMO	BAYBAY CITY, LEYTE		NILO ROA	BAYBAY CITY, LEYTE		DANIEL LESLIE S. TAN	VSU, BAYBAY CITY, LEYTE	VOIP 1002
NAME	ADDRESS	TEL. NO.															
JOE L. BACUSMO	BAYBAY CITY, LEYTE																
NILO ROA	BAYBAY CITY, LEYTE																
DANIEL LESLIE S. TAN	VSU, BAYBAY CITY, LEYTE	VOIP 1002															
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: DL ID/License/Passport No.: H0304000694 Date/Place of Issuance: 11/17/2017 / Baybay City Leyte Signature (Sign inside the box) 05/01/2023 Date Accomplished																	
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																	