

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	Gatchalian		
FIRST NAME	Florife	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Abbot		
3. DATE OF BIRTH (mm/dd/yyyy)	03/23/1968	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Caniogan, Pasig M.M.	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)	1.00	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		
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	N/A		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V00233		City/Municipality Province
		19. TELEPHONE NO.	1
		20. MOBILE NO.	1
		21. E-MAIL ADDRESS (if any)	florife.gatchalian@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME	N/A			
SURNAME	N/A			
FIRST NAME	N/A			
MIDDLE NAME	N/A		(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	Bolocboloc Elementary School	Elementary	1975	1981		1981	
SECONDARY	Negros Oriental High School	High School	1981	1985		1985	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Silliman University	Bachelor of Science in Secondary Education	0	1995		1995	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/07/2022
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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						
01/01/2022		Instructor III	Visayas State University	33,013.00	14-3	Permanent	Y
01/01/2021		Instructor III	Visayas State University	31,491.00	14-3	Permanent	Y
01/01/2021		Instructor III	Visayas State University	31,143.00	14-2	Permanent	Y
07/18/2020	12/31/2020	Instructor III	Visayas State University	29,969.00	14-3	Permanent	Y
01/01/2020		Instructor III	Visayas State University	29,621.00	14-2	Permanent	Y
01/01/2019	12/31/2019	Instructor III	Visayas State University	28,099.00	14-2	Permanent	Y
12/01/2018		Instructor III	Visayas State University	26,806.00	14-2	Permanent	Y
01/01/2018	12/31/2018	Instructor III	Visayas State University	26,806.00	14-2	Temporary	Y
01/01/2018		Instructor III	Visayas State University	26,806.00	14-2	Temporary	Y
06/01/2017	12/31/2017	Instructor III	Visayas State University	25,573.00	14-2	Temporary	Y
01/01/2017	05/31/2017	Instructor III	Visayas State University	25,573.00	14-2	Temporary	Y
06/01/2016	12/31/2016	Instructor III	Visayas State University	24,396.00	14-2	Temporary	Y
01/01/2016	05/31/2016	Instructor III	Visayas State University	24,396.00	14-2	Temporary	Y
10/01/2015	12/31/2015	Instructor III	Visayas State University	23,274.00	-	Temporary	Y
06/01/2012	09/30/2015	Instructor III	Visayas State University	23,044.00	-	Temporary	Y
10/28/2011	05/31/2012	Instructor III	Visayas State University	21,078.00	-	Temporary	Y
06/01/2011	10/27/2011	Instructor II	Visayas State University	19,658.00	-	Temporary	Y
11/01/2010	05/31/2011	Instructor II	Visayas State University	17,880.00	-	Temporary	Y
06/24/2010	10/31/2010	Instructor II	Visayas State University	17,880.00	-	Contractual	Y
07/01/2009	06/23/2010	Instructor II	Visayas State University	16,101.00	-	Contractual	Y
07/01/2008	06/30/2009	Instructor II	Visayas State University	14,323.00	-	Contractual	Y
07/01/2007	06/30/2008	Instructor II	Visayas State University	13,021.00	-	Contractual	Y
12/01/2005	06/30/2007	Instructor II	Leyte State University	11,837.00	-	Contractual	Y
11/01/2005	11/30/2005	Instructor I	Leyte State University	11,167.00	-	Contractual	Y
06/01/2004	10/31/2005	Instructor I	Leyte State University	11,167.00	-	Temporary	Y
06/01/2003	05/31/2004	Instructor I	Leyte State University	11,167.00	-	Temporary	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/07/2022
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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						
	06/01/2002	05/31/2003	Instructor I	Leyte State University	11,167.00	-	Temporary	Y
	07/01/2001	05/31/2002	Instructor III	Visayas College of Agriculture	11,167.00	-	Temporary	Y
	01/01/2000	06/30/2001	Instructor I	Visayas College of Agriculture	10,635.00	-	Temporary	Y
	11/01/1997	12/31/1999	Instructor I	Visayas College of Agriculture	9,668.00	-	Temporary	Y
	01/01/1997	10/31/1997	Instructor I	Visayas College of Agriculture	8,118.00	-	Temporary	Y
	01/01/1996	12/31/1996	Instructor I	Visayas College of Agriculture	6,568.00	-	Temporary	Y
	07/03/1995	12/31/1995	Instructor I	Visayas College of Agriculture	5,240.00	-	Temporary	Y
(Continue on separate sheet if necessary)								
SIGNATURE					DATE	10/07/2022		

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

[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)
N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/07/2022
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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> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>						NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.															
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) 10/07/2022 Date Accomplished															
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																	