

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	Gilos		
FIRST NAME	Vicente	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Aguilar		
3. DATE OF BIRTH (mm/dd/yyyy)	05/24/1969	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Hilongos, 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	No. 20 Kilbourne Apartments Kilbourne Drive House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	68.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Mabini Street House/Block/Lot No. Street Poblacion 2 Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6523
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	938-500-9164
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	vicgilos@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00236		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Gilos		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Maribeth	NAME EXTENSION (JR., SR)	KARL VINCENT D. GILOS	02/13/1999
MIDDLE NAME	Delalamon		KIRSTEN MAEVE D. GILOS	01/21/2006
OCCUPATION	Bank employee			
EMPLOYER/BUSINESS NAME	Rural Bank of Hindang, Inc			
BUSINESS ADDRESS	149-K A. Bonifacio St., Baybay City, Leyte			
TELEPHONE NO.	9976020949			
24. FATHER'S SURNAME	Gilos			
FIRST NAME	Roque	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Abing			
25. MOTHER'S MAIDEN NAME	Aguilar			
SURNAME	Aguilar			
FIRST NAME	Flora			
MIDDLE NAME	Inguito		(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	City Central School	Elementary	1979	1982		1982	N/A
SECONDARY	Abellana National High School	High School	1982	1986		1986	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of San Jose Recoletos	Bachelor of Arts in Library Science	1986	1990		1990	N/A
GRADUATE STUDIES	University of San Carlos	Master of Science in Library Science	1992	1997		1997	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/22/2023
-----------	--	------	------------

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
	Librarian Licensure Examination	78.00	11/16/1993	University of the East	0000230	05/24/2025
	Career Service Eligibility - Professional	82.30	10/17/1993	University of Cebu	351787	N/A
	Career Service Sub-Professional	80.30	08/05/1990	Cebu Normal University	445886	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	PRESENT	College Librarian IV	Visayas State University	71,511.00	22-1	Permanent	Y
01/01/2022		College Librarian IV	Visayas State University	69,963.00	22-1	Permanent	Y
03/01/2021		College Librarian IV	Visayas State University	68,415.00	22-1	Permanent	Y
01/01/2021		College Librarian II	Visayas State University	68,415.00	22-1	Permanent	Y
01/01/2020		College Librarian II	Visayas State University	33,202.00	15-4	Permanent	Y
01/01/2019		College Librarian II	Visayas State University	31,680.00	15-4	Permanent	Y
07/01/2018	12/31/2018	College Librarian II	Visayas State University	30,071.00	15-4	Permanent	Y
01/01/2018	06/30/2018	College Librarian II	Visayas State University	29,713.00	15-3	Permanent	Y
01/01/2017	12/31/2017	College Librarian II	Visayas State University	28,214.00	15-3	Permanent	Y
01/01/2016	12/31/2016	College Librarian II	Visayas State University	26,790.00	15-3	Permanent	Y
07/01/2015	12/31/2015	College Librarian II	Visayas State University	25,438.00	-	Permanent	Y
07/01/2012	06/30/2015	College Librarian II	Visayas State University	25,161.00	-	Permanent	Y
06/01/2012	06/30/2012	College Librarian II	Visayas State University	24,887.00	-	Permanent	Y
06/01/2011	05/31/2012	College Librarian II	Visayas State University	22,688.00	-	Permanent	Y
06/24/2010	05/31/2011	College Librarian II	Visayas State University	20,490.00	-	Permanent	Y
07/01/2009	06/23/2010	College Librarian II	Visayas State University	18,292.00	-	Permanent	Y
07/01/2009		College Librarian II	Visayas State University	16,093.00	-	Permanent	Y
07/01/2008	06/30/2009	College Librarian I	Visayas State University	15,048.00	-	Permanent	Y
07/01/2007	06/30/2008	College Librarian I	Visayas State University	13,680.00	-	Permanent	Y
03/16/2007	06/30/2007	College Librarian I	Leyte State University	12,436.00	-	Permanent	Y
03/16/2004	03/15/2007	College Librarian I	Leyte State University	12,134.00	-	Permanent	Y
07/01/2001	03/15/2004	College Librarian I	Visayas College of Agriculture	11,837.00	-	Permanent	Y
03/16/2001	06/30/2001	College Librarian I	Visayas College of Agriculture	11,273.00	-	Permanent	Y

(Continue on separate sheet if necessary)

SIGNATURE			DATE		03/22/2023		
-----------	--	--	------	--	------------	--	--

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			
	2022 PLAI CONGRESS AND GENERAL ASSEMBLY	11/22/2022	11/25/2022	32	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC.
	1ST FACE-TO-FACE ACCREDITORS' BARKADAHAN 2022	10/19/2022	10/20/2022	16	Managerial	ACCREDITING AGENCY OF CHARTERED COLLEGES AND UNIVERSITIES IN THE PHILIPPINES
	ACCREDITORS SUMMIT CONFERENCE 2012	08/01/2022	08/02/2022	16	Managerial	ACCREDITING AGENCY OF CHARTERED COLLEGES AND UNIVERSITIES IN THE PHILIPPINES
	DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) TRAINING FOR LGU-BAYBAY CITY	06/04/2022	06/04/2022	8	Technical	LGU BAYBAY
	PLAI NATIONAL CONGRESS 2021: OUTCOMES, OUTREACH, OUTSTANDING	11/23/2021	11/26/2021	32	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC.
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	09/13/2021	09/13/2021	4	Managerial	VISAYAS STATE UNIVERSITY
	WEBINAR-WORKSHOP ON THE NEW GUIDELINES FOR LEVELS III & IV PROGRAM ACCREDITATION SYSTEM	06/16/2021	06/18/2021	24	Managerial	ACCREDITING AGENCY OF CHARTERED COLLEGES AND UNIVERSITIES IN THE PHILIPPINES
	UNLIMITED SERIES: ADAPTATION OF E-LEARNING TECHNOLOGY AMID THE PANDEMIC	03/27/2021	03/27/2021	4	Technical	PLAI-EASTERN VISAYAS REGION LIBRARIANS COUNCIL
	WEBINAR ON NAVIGATING THE DIGITAL SHIFT: INSTRUCTIONAL MATERIALS TO SUPPORT THE UNIVERSITY'S FLEXIBLE LEARNING	03/18/2021	03/18/2021	8	Technical	VISAYAS STATE UNIVERSITY
	LIBRARIES AS CATALYSTS IN THE NEW NORMAL ENVIRONMENT: CHANGES. REFORMS. TRANSFORMATION	11/24/2020	11/27/2020	32	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC.
	PURCHASE REQUEST MODULE OF THE SUPPLY PROPERTIES PROCUREMENT MANAGEMENT	08/28/2020	08/28/2020	8	Supervisory	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	08/27/2020	08/27/2020	4	Supervisory	VISAYAS STATE UNIVERSITY
	WORKSHOP ON LISTING AND CATEGORIZATION OF ITEMS FOR THE PPMP	08/20/2020	08/20/2020	8	Supervisory	VISAYAS STATE UNIVERSITY
	ONLINE ACCREDITATION SYSTEM	08/10/2020	08/12/2020	24	Managerial	ACCREDITING AGENCY OF CHARTERED COLLEGES AND UNIVERSITIES IN THE PHILIPPINES
	DRAFTING LIBRARY POLICY GUIDELINES UNDER THE NEW NORMAL	07/29/2020	07/29/2020	4	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC
	LIBRARY RESILIENCY	06/11/2020	06/11/2020	4	Managerial	NATIONAL LIBRARY OF THE PHILIPPINES
	3RD EASTERN VISAYAS LIBRARIANS SUMMIT: TRENDS AND CHALLENGES IN LIBRARIES	08/28/2019	08/30/2019	16	Managerial	PLAI-EASTERN VISAYAS REGION LIBRARIANS COUNCIL
PLEASE SEE ATTACHMENT A						
(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		VSU- ADMINISTRATIVE PERSONNEL ASSOCIATION	
					PLAI-EASTERN VISAYAS REGION LIBRARIANS COUNCIL	
					VSU - CREDIT COOPERATIVE 2002 - PRESENT	
					PHILIPPINE LIBRARIAN'S ASSOCIATION, INC.	
					CEBU LIBRARIANS ASSOCIATION INCORPORATED (BOD Secretary 1998-2001)	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/22/2023	

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: RESIGNED FROM SWU, CEBU CITY												
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>ARLENE C. CAMELLO</td><td>Supply Office, VSMMC. CEBU CITY</td><td>(032) 253-9891</td></tr><tr><td>VIRGINIA P. MOLLANEDA</td><td>LIBRARY, USP FOUNDATION, CEBU CITY</td><td>(032) 4148773</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	ARLENE C. CAMELLO	Supply Office, VSMMC. CEBU CITY	(032) 253-9891	VIRGINIA P. MOLLANEDA	LIBRARY, USP FOUNDATION, CEBU CITY	(032) 4148773			
NAME	ADDRESS	TEL. NO.												
ARLENE C. CAMELLO	Supply Office, VSMMC. CEBU CITY	(032) 253-9891												
VIRGINIA P. MOLLANEDA	LIBRARY, USP FOUNDATION, CEBU CITY	(032) 4148773												
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												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID/License/Passport No.: 0000230 Date/Place of Issuance: 11/30/-0001 / Ormoc City	Signature (Sign inside the box) 03/22/2023 Date Accomplished	Right Thumbmark												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														