

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	Mendoza		
FIRST NAME	Edilberto	NAME EXTENSION (JR., SR) Sr.	
MIDDLE NAME	Villas		
3. DATE OF BIRTH (mm/dd/yyyy)	02/23/1977	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	San Antonio, Palo 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)	1.00	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.	V00337		City/Municipality Province
		19. TELEPHONE NO.	1
		20. MOBILE NO.	1
		21. E-MAIL ADDRESS (if any)	edilberto.mendoza@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MENDOZA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARINA	NAME EXTENSION (JR., SR)	EDILBERTO G. MENDOZA JR	08/20/2000
MIDDLE NAME	GULAYAN		ANGEL MARIE G. MENDOZA	10/19/2005
OCCUPATION	PROCESS SERVER		WARREN G. MENDOZA	10/05/2008
EMPLOYER/BUSINESS NAME	MTC			
BUSINESS ADDRESS	BAYBAY CITY LEYTE			
TELEPHONE NO.	525-0127			
24. FATHER'S SURNAME	MENDOZA			
FIRST NAME	PEDRO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VERONA			
25. MOTHER'S MAIDEN NAME	VIRGINIA CESAR VILLAS			
SURNAME	MEMDOZA			
FIRST NAME	VIRGINIA			
MIDDLE NAME	VILLAS		(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	Naga Naga Elementary School	Elementary	1985	1991		1991	N/A
SECONDARY	San Joaquin National High School	High School	1991	1995		1995	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Palompon Institute of Technology	Bachelor of Science in Marine Transportation	1997	2003		2003	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/16/2023
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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
	PO1 ENTRANCE NATIONAL POLICE COMMISSION	72.68	04/25/2004	TACLOBAN CITY	00009312	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	PRESENT	Security Guard II	Visayas State University	18,998.00	8-1	Permanent	Y
01/01/2022		Security Guard II	Visayas State University	18,998.00	8-1	Permanent	Y
03/16/2020		Security Guard II	Visayas State University	18,251.00	8-1	Permanent	Y
01/01/2020	03/15/2020	Security Guard II	Visayas State University	14,641.00	5-1	Permanent	Y
01/01/2019		Security Guard II	Visayas State University	14,007.00	5-1	Permanent	Y
01/01/2018	12/31/2018	Security Guard II	Visayas State University	13,481.00	5-1	Permanent	Y
03/16/2017	12/31/2017	Security Guard II	Visayas State University	12,975.00	5-1	Permanent	Y
01/01/2017	03/15/2017	Security Guard I	Visayas State University	11,589.00	3-3	Permanent	Y
01/01/2016	12/31/2016	Security Guard I	Visayas State University	11,089.00	3-3	Permanent	Y
12/01/2015	12/31/2015	Security Guard I	Visayas State University	10,610.00	-	Permanent	Y
12/01/2012	11/30/2015	Security Guard I	Visayas State University	10,505.00	-	Permanent	Y
06/01/2012	11/30/2012	Security Guard I	Visayas State University	10,401.00	-	Permanent	Y
06/01/2011	05/31/2012	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
07/01/2007	06/30/2008	Security Guard I	Visayas State University	301.95	-	Casual	Y
01/01/2007	06/30/2007	Security Guard I	Leyte State University	274.50	-	Casual	Y
03/01/2005	12/31/2006	Security Guard I	Leyte State University	274.50	-	Casual	Y
05/28/2003	08/09/2003	SECURITY GUARD	TEOPILO CERNA OCHEA SECURITY AGENCY	3,800.00	-	Contractual	N
01/05/2000	08/04/2021	SECURITY GUARD	TEOPILO CERNA OCHEA SECURITY	3,800.00	-	Contractual	N
11/05/1995	01/05/2000	SECURITY GUARD	BANGKAW SECURITY AGENCY	3,500.00	1-	Contractual	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/16/2023
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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		
	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 Re-Training Course (RTC)	11/25/2022	12/02/2022	64	Technical	JVO Security Training Academy Inc.
	HANDS ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/22/2022	16	Technical	(DOH) Department of Health
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Restricted Radiotelephone Operator's	06/19/2019	06/19/2019	8	Technical	National Telecommunication (NTC)
	Fire Prevention Seminar and Training on Mass casualty incident Responce	03/27/2015	03/27/2015	8	Technical	Bureau of Fire Protection /VSU
	Emergency Response Skills Training	03/14/2010	03/18/2010	40	Technical	Bureau of Fire Protection/VSU

(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	03/16/2023
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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>GLORIOSA C. GUINOCOR</td><td>BAYBAY CITY LEYTE</td><td></td></tr><tr><td>MA.CLEOPE MELITANTE</td><td>MTC OFFCER BAYBAY CITY</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>					NAME	ADDRESS	TEL. NO.	GLORIOSA C. GUINOCOR	BAYBAY CITY LEYTE		MA.CLEOPE MELITANTE	MTC OFFCER BAYBAY CITY				
NAME	ADDRESS	TEL. NO.														
GLORIOSA C. GUINOCOR	BAYBAY CITY LEYTE															
MA.CLEOPE MELITANTE	MTC OFFCER BAYBAY CITY															
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A		Signature (Sign inside the box) 03/16/2023 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																