

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	Pabon			
FIRST NAME	Armando	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Miras			
3. DATE OF BIRTH (mm/dd/yyyy)	05/10/1963	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.80	ZIP CODE	House/Block/Lot No. Street Bunga	
8. WEIGHT (kg)	85.50		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	A+		City/Municipality Province 6521	
10. GSIS ID NO.	CRN006008656		18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	170000257209		ZIP CODE	House/Block/Lot No. Street Bunga
12. PHILHEALTH NO.	130000155390	Subdivision/Village Barangay BAYBAY LEYTE		
13. SSS NO.	N/A	City/Municipality Province 6521		
14. TIN NO.	116626085	19. TELEPHONE NO.		(053) 565-0600
15. AGENCY EMPLOYEE NO.	V00380	20. MOBILE NO.		1
		21. E-MAIL ADDRESS (if any)	armando.pabon@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Pabon		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Paula	NAME EXTENSION (JR., SR)	Sarah Oracion Pabon	03/25/1987
MIDDLE NAME	Cano			
OCCUPATION	Housewife			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Pabon			
FIRST NAME	Fernando	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Galano			
25. MOTHER'S MAIDEN NAME	Paulina D. Miras			
SURNAME	Miras			
FIRST NAME	Paulina			
MIDDLE NAME	Dalanon		(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	Kilim Elementary School	Elementary	1974	1979		1979	N/A
SECONDARY	Baybay National High School	High School	1980	1983		1983	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/24/2023
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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		Administrative Aide III	Visayas State University	15,020.00	3-4	Permanent	Y
07/01/2022		Administrative Aide III	Visayas State University	14,454.00	3-4	Permanent	Y
01/01/2022		Administrative Aide III	Visayas State University	14,343.00	3-3	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,781.00	3-3	Permanent	Y
01/01/2020		Administrative Aide III	Visayas State University	13,220.00	3-3	Permanent	Y
07/01/2019	12/31/2019	Administrative Aide III	Visayas State University	12,658.00	3-3	Permanent	Y
01/01/2019		Administrative Aide III	Visayas State University	12,562.00	3-2	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide III	Visayas State University	12,013.00	3-2	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide III	Visayas State University	11,488.00	3-2	Permanent	Y
07/01/2016	12/31/2016	Administrative Aide III	Visayas State University	10,985.00	3-2	Permanent	Y
01/01/2016	06/30/2016	Administrative Aide III	Visayas State University	10,883.00	3-1	Permanent	Y
07/01/2013	12/31/2015	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
12/03/2012	06/30/2013	Administrative Aide I	Visayas State University	9,273.00	-	Permanent	Y
06/01/2012	12/02/2012	Administrative Aide I	Visayas State University	9,181.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide I	Visayas State University	8,501.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide I	Visayas State University	7,820.00	-	Permanent	Y
12/01/2009	06/23/2010	Administrative Aide I	Visayas State University	7,140.00	-	Permanent	Y
07/01/2009	11/30/2009	Administrative Aide I	Visayas State University	7,000.00	-	Permanent	Y
07/01/2008	06/30/2009	Administrative Aide I	Visayas State University	6,553.00	-	Permanent	Y
07/01/2007	06/30/2008	Administrative Aide I	Visayas State University	5,730.00	-	Permanent	Y
03/12/2006	06/30/2007	Administrative Aide I	Leyte State University	5,209.00	-	Permanent	Y
12/01/2004	02/12/2006	Administrative Aide I	Leyte State University	5,082.00	-	Permanent	Y
12/12/2003	11/30/2004	Utility Worker I	Leyte State University	5,082.00	-	Permanent	Y
01/01/2003	02/12/2003	Utility Worker I	Leyte State University	231.00	-	Casual	Y
01/01/2002	12/31/2002	Utility Worker I	Leyte State University	231.00	-	Casual	Y
07/01/2001	12/31/2001	Utility Worker I	Visayas College of Agriculture	231.00	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/24/2023
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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						
	01/01/2000	06/30/2001	Utility Worker I	Visayas College of Agriculture	220.00	-	Casual	Y
	01/01/1999	12/31/1999	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1998	12/31/1998	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1997	12/31/1997	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1996	12/31/1996	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1995	12/31/1995	Utility Worker I	Visayas College of Agriculture	172.73	-	Casual	Y
	01/01/1994	12/31/1994	Utility Worker I	Visayas College of Agriculture	127.26	-	Casual	Y
	01/01/1992	12/31/1993	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	01/01/1991	12/31/1991	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	07/01/1989	12/31/1990	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	12/14/1987	06/30/1989	Laborer	Visayas College of Agriculture	32.85	-	Casual	Y
	03/01/1987	12/13/1987	Laborer	Visayas College of Agriculture	22.90	-	Casual	Y
	07/01/1986	02/28/1987	Laborer	Visayas College of Agriculture	19.90	-	Casual	Y
	01/01/1985	06/30/1986	Laborer	Visayas College of Agriculture	18.10	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	03/24/2023			

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)

[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)
	Grass Cutter Operator		N/A		Administrative Personnel Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/24/2023
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<div>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)?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details (country): _____</div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Maria Juliet C. Ceniza</td><td>VSU, Baybay City, Leyte</td><td>0535637064,1005</td></tr><tr><td>Elvira L. Oclarit</td><td>Guadalupe, Baybay City, Leyte</td><td>0535650600,1034</td></tr><tr><td>Robelyn T. Piamonte</td><td>Brgy. Cogon, Baybay City, Leyte</td><td>0535650600,1034</td></tr></table>			NAME	ADDRESS	TEL. NO.	Maria Juliet C. Ceniza	VSU, Baybay City, Leyte	0535637064,1005	Elvira L. Oclarit	Guadalupe, Baybay City, Leyte	0535650600,1034	Robelyn T. Piamonte	Brgy. Cogon, Baybay City, Leyte	0535650600,1034
NAME	ADDRESS	TEL. NO.												
Maria Juliet C. Ceniza	VSU, Baybay City, Leyte	0535637064,1005												
Elvira L. Oclarit	Guadalupe, Baybay City, Leyte	0535650600,1034												
Robelyn T. Piamonte	Brgy. Cogon, Baybay City, Leyte	0535650600,1034												
<div>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.</div>		<div><div><div>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</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: TIN</div><div>ID/License/Passport No.: 116626085</div><div>Date/Place of Issuance: 11/30/-0001 / Baybay, Leyte</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>03/24/2023</div><div>Date Accomplished</div></div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>														