

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	Posas		
FIRST NAME	Edgar	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Penetrado		
3. DATE OF BIRTH (mm/dd/yyyy)	06/02/1968	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)	1.00	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.	V00414		City/Municipality Province
19. TELEPHONE NO.		1	
20. MOBILE NO.		1	
21. E-MAIL ADDRESS (if any)	edgar.posas@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	POSAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOSEFINA	NAME EXTENSION (JR., SR)	JOHN LESTHER E. POSAS	01/09/2001
MIDDLE NAME	ESPERANZA		JOHN REY E. POSAS	03/10/2003
OCCUPATION	HOUSEWIFE		Angel Mae E. Posas	11/12/2008
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	09384986159			
24. FATHER'S SURNAME	POSAS			
FIRST NAME	ESTANISLAO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VARRON			
25. MOTHER'S MAIDEN NAME	CECILIA BASTE PENETRADO			
SURNAME	POSAS			
FIRST NAME	CECILIA			
MIDDLE NAME	PENETRADO		(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	San Agustin Elementary School	Elementary	1975	1981	Graduate	1981	N/A
SECONDARY	Bunga Elementary School	High School	1981	1985	Graduate	1985	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	College	1985		2nd year		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
	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	PRESENT	Security Guard II	Visayas State University	16,671.00	5-2	Permanent	Y
01/03/2022		Security Guard II	Visayas State University	16,032.00	5-2	Permanent	Y
01/01/2022		Security Guard II	Visayas State University	15,909.00	5-1	Permanent	Y
01/01/2022		Security Guard II	Visayas State University	15,909.00	5-1	Permanent	Y
01/01/2021		Security Guard II	Visayas State University	15,275.00	5-1	Permanent	Y
01/01/2020		Security Guard II	Visayas State University	14,641.00	5-1	Permanent	Y
03/01/2019		Security Guard II	Visayas State University	13,481.00	5-1	Permanent	Y
01/01/2019	01/31/2019	Security Guard II	Visayas State University	14,007.00	5-1	Permanent	Y
01/01/2019		Security Guard I	Visayas State University	12,756.00	3-4	Permanent	Y
12/15/2018	01/02/2019	Security Guard I	Visayas State University	12,212.00	3-4	Permanent	Y
01/01/2018	12/14/2018	Security Guard I	Visayas State University	12,112.00	3-3	Permanent	Y
01/01/2017	12/31/2017	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
12/15/2015	12/31/2015	Security Guard I	Visayas State University	10,610.00	-	Permanent	Y
12/01/2012	12/14/2015	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		8,854.00	-	Permanent	Y
12/15/2009	06/23/2010	Security Guard I		8,080.00	-	Permanent	Y
07/01/2008	12/14/2009	Security Guard I		332.14	-	Casual	Y
07/01/2007	06/30/2008	Security Guard I		301.95	-	Casual	Y
02/16/2006	06/30/2007	Security Guard I		274.50	-	Casual	Y
02/15/2005	02/15/2006	Security Guard	GGC Security Agency	6,450.00	-	Contractual	N
12/21/2001	07/01/2007	Security Guard	Alert Security and Investigation Agency	5,400.00	-	Contractual	N
03/24/2001	12/31/2004	Security guard	Kampilan Security agency	5,900.00	-	Contractual	N
12/20/1990	10/07/1995	Security Guard	OLGA Protective Agency	4,800.00	-	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 Services Re-Training Course (RTC)	11/25/2021	12/02/2021	40	Technical	JVO Dynamic Security Training Academy
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-Training Refresher Course	12/03/2018	12/12/2018	80	Technical	JVO Dynamic Security Training Academy
	Fire Prevention Seminar and Training on Mass Casualty Incident Response	03/27/2015	03/27/2015	8	Technical	BUREAU OF FIRE PROTECTION, Baybay
	Re-orientation Seminar for Security	09/04/2014	09/04/2014	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar on Preparation of Performance Rating Report Among Security Guard	09/12/2011	09/12/2011	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-orientation Seminar for VSU Security Guards	05/04/2011	05/04/2011	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Regional ARNIS Seminar Workshop	09/23/2010	09/25/2010	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

(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		AdPA VSU Visca
					Sam Agustin Catholic Organization

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/16/2023
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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><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>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><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>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>Mila P. Balan</td><td>Brgy.San Agustin Baybay City Leyte</td><td>09263431853</td></tr><tr><td>Manuel Gwen Santiago</td><td>Guadalupe (utod)) Baybay City</td><td>09179778084</td></tr><tr><td></td><td></td><td></td></tr></table>						NAME	ADDRESS	TEL. NO.	Mila P. Balan	Brgy.San Agustin Baybay City Leyte	09263431853	Manuel Gwen Santiago	Guadalupe (utod)) Baybay City	09179778084			
NAME	ADDRESS	TEL. NO.															
Mila P. Balan	Brgy.San Agustin Baybay City Leyte	09263431853															
Manuel Gwen Santiago	Guadalupe (utod)) Baybay City	09179778084															
<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><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: DL</div><div>ID/License/Passport No.: H0304001130</div><div>Date/Place of Issuance: 06/02/2020 / BAYBAY CITY LEYTE</div></div><div><div></div><div>Signature (Sign inside the box)</div><div>03/16/2023</div><div>Date Accomplished</div></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>																	