

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	Saulan		
FIRST NAME	Jose	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Felicia		
3. DATE OF BIRTH (mm/dd/yyyy)	06/28/1963	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Brgy. Antipolo, Naval, Biliran	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.	V00472		City/Municipality Province
		19. TELEPHONE NO.	1
		20. MOBILE NO.	1
		21. E-MAIL ADDRESS (if any)	jose.saulan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Saulan		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Nenita	NAME EXTENSION (JR., SR)	JOENATHAN G. SAULAN	03/30/1988
MIDDLE NAME	Goliat		JONALYN G. SAULAN	12/01/1990
OCCUPATION	Retired Government Employee			
EMPLOYER/BUSINESS NAME	Not Applicable			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	SAULAN			
FIRST NAME	TEOFILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SANGON			
25. MOTHER'S MAIDEN NAME	SABONG			
SURNAME	SAULAN			
FIRST NAME	FLAVIANA			
MIDDLE NAME	FELICIA		(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	Antipolo Elementary School	Elementary	1969	1975		1975	N/A
SECONDARY	Naval Institute of Technology	High School	1980	1984		1984	N/A
VOCATIONAL/ TRADE COURSE	NMYC- Naval Leyte	Vocational Agriculture	6	1984		1984	N/A
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/06/2023
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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 I	Visayas State University	13,780.00	1-8	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	13,268.00	1-8	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	13,268.00	1-8	Permanent	Y
01/01/2021		Administrative Aide I	Visayas State University	12,756.00	1-8	Permanent	Y
01/01/2020		Administrative Aide I	Visayas State University	12,244.00	1-8	Permanent	Y
10/01/2019	12/31/2019	Administrative Aide I	Visayas State University	11,732.00	1-8	Permanent	Y
01/01/2019	09/30/2019	Administrative Aide I	Visayas State University	11,635.00	1-7	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide I	Visayas State University	11,076.00	1-7	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide I	Visayas State University	10,543.00	1-7	Permanent	Y
10/01/2016	12/31/2016	Administrative Aide I	Visayas State University	10,036.00	1-7	Permanent	Y
01/01/2016	09/30/2016	Administrative Aide I	Visayas State University	9,949.00	1-6	Permanent	Y
10/01/2013	12/31/2015	Administrative Aide I	Visayas State University	9,459.00	-	Permanent	Y
06/01/2012	09/30/2013	Administrative Aide I	Visayas State University	9,365.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide I	Visayas State University	8,721.00	-	Permanent	Y
06/24/2010	09/30/2010	Administrative Aide I	Visayas State University	7,947.00	-	Permanent	Y
10/01/2009	05/31/2011	Administrative Aide I	Visayas State University	8,077.00	-	Permanent	Y
07/01/2009	06/23/2010	Administrative Aide I		7,285.00	-	Permanent	Y
07/01/2008	06/30/2009	Administrative Aide I		6,622.00	-	Permanent	Y
10/01/2007	06/30/2008	Administrative Aide I		6,020.00	-	Permanent	Y
07/01/2007	09/30/2007	Administrative Aide I		5,873.00	-	Permanent	Y
12/01/2004	06/30/2007	Administrative Aide I		5,339.00	-	Permanent	Y
10/01/2004	11/30/2004	Utility Worker I		5,339.00	-	Permanent	Y
10/01/2001	09/30/2004	Utility Worker I		5,209.00	-	Permanent	Y
07/01/2001	09/30/2001	Utility Worker I		5,082.00	-	Permanent	Y
01/01/2000	06/30/2001	Utility Worker I		4,840.00	-	Permanent	Y
10/01/1998	12/31/1999	Utility Worker I		4,400.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/06/2023
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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)

[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	03/06/2023
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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> </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) 03/06/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														