

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	Solis		
FIRST NAME	Remenita	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Jabonillo		
3. DATE OF BIRTH (mm/dd/yyyy)	09/17/1961	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TANJAY NEGROS ORIENTAL	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	Cottage #1 (Spillway-Lower Utod) Visayas State University (VSU) House/Block/Lot No. Street n/a Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.53	ZIP CODE	6521
8. WEIGHT (kg)	57.05		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	n/a n/a House/Block/Lot No. Street n/a Hilusig Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6512
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(905) 3563-7410
13. SSS NO.	N/A	20. MOBILE NO.	995-398-9128
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	remie.solis@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00486		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SOLIS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR)	CHRISTINA MARIE J. SOLIS	02/20/1989
MIDDLE NAME	REMOLLENO		JOSEPH J. SOLIS	05/14/1990
OCCUPATION	FARMER		MARY BERNADETH J. SOLIS	03/25/1993
EMPLOYER/BUSINESS NAME	NA		TRACY ANTONETH J. SOLIS	06/13/2004
BUSINESS ADDRESS	NA			
TELEPHONE NO.	(053)563-7410			
24. FATHER'S SURNAME	JABONILLO			
FIRST NAME	REMEGIO	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	TORRES			
25. MOTHER'S MAIDEN NAME	ANITA SARABIA GABLINES			
SURNAME	GABLINES			
FIRST NAME	ANITA			
MIDDLE NAME	SARABIA		(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	Immaculate Heart Academy	Elementary	1967	1973		1973	N/A
SECONDARY	Immaculate Heart Academy	High School	1973	1977		1977	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	St. Paul College	Bachelor of Science in Business Administration	1978	1982		1982	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/04/2024
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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
	Career Service Sub-Professional	81.13	11/08/1998	DIVINE WORD UNIVERSITY	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						
03/16/2023		Administrative Assistant II	Visayas State University	19,923.00	8-2	Permanent	Y
01/01/2023		Administrative Assistant II	Visayas State University	19,744.00	8-1	Permanent	Y
01/01/2022		Administrative Assistant II	Visayas State University	18,998.00	8-1	Permanent	Y
01/01/2021		Administrative Assistant II	Visayas State University	18,251.00	8-1	Permanent	Y
03/16/2020		Administrative Assistant II	Visayas State University	17,505.00	8-1	Permanent	Y
01/01/2020	03/15/2020	Administrative Aide VI	Visayas State University	15,763.00	6-3	Permanent	Y
05/16/2019	12/31/2019	Administrative Aide VI	Visayas State University	15,076.00	6-3	Permanent	Y
01/01/2019	05/15/2019	Administrative Aide VI	Visayas State University	14,961.00	6-2	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide VI	Visayas State University	14,459.00	6-2	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	13,973.00	6-2	Permanent	Y
05/16/2016	12/31/2016	Administrative Aide VI	Visayas State University	13,504.00	6-2	Permanent	Y
01/01/2016	05/15/2016	Administrative Aide VI	Visayas State University	13,504.00	6-2	Permanent	Y
05/16/2013	12/31/2015	Administrative Aide VI	Visayas State University	12,921.00	-	Permanent	Y
06/01/2012	05/15/2013	Administrative Aide IV	Visayas State University	11,519.00	-	Permanent	Y
03/01/2012	05/31/2012	Administrative Aide IV	Visayas State University	10,763.00	-	Permanent	Y
06/01/2011	02/29/2012	Administrative Aide IV	Visayas State University	10,626.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide IV	Visayas State University	9,848.00	-	Permanent	Y
07/01/2009	06/23/2010	Administrative Aide IV	Visayas State University	9,069.00	-	Permanent	Y
03/01/2009	06/30/2009	Administrative Aide IV	Visayas State University	8,290.00	-	Permanent	Y
07/01/2008	02/28/2009	Administrative Aide IV	Visayas State University	8,087.00	-	Permanent	Y
07/01/2007	06/30/2008	Administrative Aide IV	Visayas State University	7,352.00	-	Permanent	Y
03/01/2006	06/30/2007	Administrative Aide IV	Leyte State University	6,684.00	-	Permanent	Y
12/01/2004	02/28/2006	Administrative Aide IV	Leyte State University	6,522.00	-	Permanent	Y
03/01/2003	11/30/2004	Clerk II	Leyte State University	6,522.00	-	Permanent	Y
12/17/2002	02/28/2003	Rep Machine Operator I	Leyte State University	5,678.00	-	Permanent	Y
07/01/2001	12/16/2002	Rep Machine Operator I	Visayas College of Agriculture	5,540.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/04/2024
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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	Rep Machine Operator I	Visayas College of Agriculture	5,276.00	-	Permanent	Y
	12/17/1999	12/31/1999	Rep Machine Operator I	Visayas College of Agriculture	4,796.00	-	Permanent	Y
	01/01/1999	12/16/1999	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1997	12/31/1998	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
	07/01/1996	12/31/1996	Clerk I	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1996	06/30/1996	Clerk I	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1995	12/31/1995	Clerk I	Visayas College of Agriculture	134.36	-	Casual	Y
	01/07/1994	12/31/1994	Clerk I	Visayas College of Agriculture	134.36	-	Casual	Y
	01/01/1994	06/30/1994	Clerk I	Visayas College of Agriculture	134.36	-	Casual	Y
	07/01/1993	12/31/1993	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	01/01/1993	06/30/1993	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	01/01/1992	12/31/1992	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	01/01/1991	12/31/1991	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	07/01/1989	12/31/1990	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	12/14/1987	06/30/1989	Clerk	Visayas College of Agriculture	32.85	-	Casual	Y
	03/01/1987	12/13/1987	Clerk	Visayas College of Agriculture	22.90	-	Casual	Y
	07/01/1986	02/28/1987	Clerk	Visayas College of Agriculture	19.90	-	Casual	Y
	01/01/1985	06/30/1986	Clerk	Visayas College of Agriculture	18.10	-	Casual	Y
	10/01/1984	12/31/1984	Clerk	Visayas College of Agriculture	16.45	-	Casual	Y
	07/16/1984	09/30/1984	Clerk	Visayas College of Agriculture	16.00	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		07/04/2024		

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			
	"HRIS Software Onboarding"	12/06/2023	12/06/2023	8	Technical	HRMO Visayas State University
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Managerial	Personnel Officers Association of the Philippines, Inc. (POAP)
	Re-Orientation of Employees' Duties and Responsibilities and Customer Services	09/23/2021	09/23/2021	4	Technical	Office of the Director for Human Resource Management, Visayas State University
	Working Towards Personal Effectiveness	11/20/2018	11/23/2018	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
	Orientation of Clerks o Department-Based and HRMP's on Personnel Documents/Requirements	09/11/2017	09/11/2017	8	Instruction	Visayas State University
	Seminar on the Preparation & Processing of Documents Relative to Procurement	05/27/2015	05/27/2015	8	Technical	Visayas State University
	VSU Web Development Workshop	01/18/2015	01/21/2015	32	Technical	OVPERGEA-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		Loyalty/Service		Leyte State University – Administrative Personnel Association
			Model Clerk Award		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/04/2024
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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>VICTOR B. ASIO</td><td>VSU</td><td>+639257620329</td></tr><tr><td>LYNETTE C. CIMAFRANCA</td><td>VSU</td><td>+639957749453</td></tr><tr><td>SUZETTE B. LINA</td><td>VSU</td><td>+639199613922</td></tr></table>			NAME	ADDRESS	TEL. NO.	VICTOR B. ASIO	VSU	+639257620329	LYNETTE C. CIMAFRANCA	VSU	+639957749453	SUZETTE B. LINA	VSU	+639199613922
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LYNETTE C. CIMAFRANCA	VSU	+639957749453												
SUZETTE B. LINA	VSU	+639199613922												
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) 07/04/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														