

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	Tabada		
FIRST NAME	Maria Aurora Teresita	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Warque		
3. DATE OF BIRTH (mm/dd/yyyy)	05/18/1962	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	Cebu City	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" 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	Apartment 5 House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	62.00		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	# 27 House/Block/Lot No. Street Mirambel Homes Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(635) 3563-7646
13. SSS NO.	N/A	20. MOBILE NO.	917-717-4514
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	tess.tabada@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00496		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME	N/A			
SURNAME	N/A			
FIRST NAME	N/A			
MIDDLE NAME	N/A		(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	Colegio de la Immaculada Concepcion	Elementary	1969	1974		1974	N/A
SECONDARY	CIC/St. Theresas College	High School	1976	1978		1978	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Ateneo de Manila University	Bachelor of Arts in Psychology	1978	1982		1982	N/A
GRADUATE STUDIES	University of San Carlos	Master of Education in Early Childhood	2006	2007		2007	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/31/2023
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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						
07/01/2022		Associate Professor IV	Visayas State University	71,029.00	22-2	Permanent	Y
01/01/2022		Associate Professor IV	Visayas State University	69,963.00	22-1	Permanent	Y
01/01/2021		Associate Professor IV	Visayas State University	68,415.00	22-1	Permanent	Y
01/01/2021		Associate Professor IV	Visayas State University	68,415.00	22-1	Permanent	Y
01/01/2021		Associate Professor IV	Visayas State University	68,415.00	22-1	Permanent	Y
01/01/2020		Associate Professor IV	Visayas State University	66,867.00	22-1	Permanent	Y
07/01/2019		Associate Professor IV	Visayas State University	65,319.00	22-1	Permanent	Y
01/01/2019		Associate Professor III	Visayas State University	58,748.00	21-2	Permanent	Y
01/01/2018	12/31/2018	Associate Professor III	Visayas State University	54,341.00	21-2	Permanent	Y
01/01/2018		Associate Professor III	Visayas State University	52,554.00	21-1	Permanent	Y
01/01/2017	12/31/2017	Associate Professor III	Visayas State University	47,779.00	21-1	Permanent	Y
01/01/2016	12/31/2016	Associate Professor III	Visayas State University	43,439.00	21-1	Permanent	Y
01/01/2015	12/31/2015	Associate Professor III	Visayas State University	39,493.00	-	Permanent	Y
10/28/2014	12/31/2014	Associate Professor I	Visayas State University	34,231.00	-	Permanent	Y
06/01/2012	10/27/2014	Associate Professor I	Visayas State University	33,859.00	-	Permanent	Y
10/28/2011	05/31/2012	Associate Professor I	Visayas State University	30,474.00	-	Permanent	Y
06/01/2011	10/27/2011	Assistant Professor IV	Visayas State University	28,305.00	-	Permanent	Y
06/24/2010	05/31/2011	Assistant Professor IV	Visayas State University	25,259.00	-	Permanent	Y
10/01/2009	06/23/2010	Assistant Professor IV	Visayas State University	22,214.00	-	Permanent	Y
07/01/2009	09/30/2009	Assistant Professor IV	Visayas State University	19,040.00	-	Permanent	Y
02/01/2009	06/30/2009	Assistant Professor I	Visayas State University	16,093.00	-	Permanent	Y
07/01/2008	01/31/2009	Assistant Professor I	Visayas State University	16,093.00	-	Temporary	Y
07/01/2007	06/30/2008	Assistant Professor I	Visayas State University	14,630.00	-	Temporary	Y
02/01/2002	06/30/2007	Assistant Professor I	Leyte State University	13,300.00	-	Temporary	Y
07/01/2001	01/31/2002	Instructor III	Visayas College of Agriculture	12,546.00	-	Temporary	Y
01/01/2000	06/30/2001	Instructor III	Visayas College of Agriculture	11,949.00	-	Temporary	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/31/2023
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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						
	11/01/1997	12/31/1999	Instructor III	Visayas College of Agriculture	10,863.00	-	Temporary	Y
	01/01/1997	10/31/1997	Instructor III	Visayas College of Agriculture	9,088.00	-	Temporary	Y
	01/01/1996	12/31/1996	Instructor III	Visayas College of Agriculture	7,313.00	-	Temporary	Y
	01/01/1995	12/31/1995	Instructor III	Visayas College of Agriculture	5,791.00	-	Temporary	Y
	08/19/1994	12/31/1994	Instructor III	Visayas College of Agriculture	4,791.00	-	Temporary	Y
	01/01/1994	08/18/1994	Instructor I	Visayas College of Agriculture	4,240.00	-	Temporary	Y
	07/01/1989	12/31/1993	Instructor I	Visayas College of Agriculture	3,540.00	-	Temporary	Y
	01/01/1989	06/30/1989	Instructor I	Visayas College of Agriculture	2,396.00	-	Temporary	Y
	01/01/1988	12/31/1988	Science Research Specialist II	Visayas College of Agriculture	1,964.58	-	Temporary	Y
	03/01/1987	12/31/1987	Science Research Specialist II	Visayas College of Agriculture	1,785.95	-	Temporary	Y
	07/01/1986	02/28/1987	Science Research Specialist II	Visayas College of Agriculture	1,553.00	-	Temporary	Y
	01/01/1985	06/30/1986	Science Research Specialist II	Visayas College of Agriculture	1,405.00	-	Temporary	Y
	05/01/1984	12/31/1984	Science Research Specialist II	Visayas College of Agriculture	1,272.00	-	Temporary	Y
	01/01/1984	04/30/1984	Science Research Specialist II	Visayas College of Agriculture	1,152.00	-	Temporary	Y
	03/01/1983	12/31/1983	Research Associate I	Visayas College of Agriculture	992.00	-	Temporary	Y
(Continue on separate sheet if necessary)								
SIGNATURE			DATE		01/31/2023			

## 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)
N/A	N/A	N/A

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	01/31/2023
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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,</div> <div>a. within the third degree?</div> <div>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?</div> <div>b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:</div><div>Date Filed: <div></div></div><div>Status of Case/s: <div></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 type="checkbox"/> NO</div><div>If YES, give details:</div><div></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 type="checkbox"/> NO</div><div>If YES, give details:</div><div></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)?</div> <div>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 type="checkbox"/> NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:</div><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 type="checkbox"/> NO</div><div>If YES, give details (country):</div><div></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:</div> <div>a. Are you a member of any indigenous group?</div> <div>b. Are you a person with disability?</div> <div>c. Are you a solo parent?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify:</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No</div><div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
<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)</div><div>With full and handwritten name tag and signature over printed name</div><div>Computer generated or photocopied picture is not acceptable</div></div><div>PHOTO</div><div></div><div>Right Thumbmark</div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: N/A</div><div>ID/License/Passport No.: N/A</div><div>Date/Place of Issuance: N/A</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>01/31/2023</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>Person Administering Oath</div>														