

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	Valenzona		
FIRST NAME	Erlinda	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Santiago		
3. DATE OF BIRTH (mm/dd/yyyy)	05/15/1963	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	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.	V00529		City/Municipality Province
19. TELEPHONE NO.	1	20. MOBILE NO.	1
21. E-MAIL ADDRESS (if any)	erlinda.valenzona@vsu.edu.ph		

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	Igang Elementary School	Elementary	1970	1976		1976	N/A
SECONDARY	Baybay National High School	High School	1976	1980		1980	N/A
VOCATIONAL/ TRADE COURSE	Franciscan College of Immaculate Conception	Secretarial	1980	1982		1982	N/A
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Arts in Communication Arts	1993	1995		1995	N/A
GRADUATE STUDIES	Franciscan College of Immaculate Conception	Master of Arts in Education	0				N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		02/20/2024		

Attachment A

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			
	GRADUATE STUDIES	Visayas State University	Master of Science in Language Teaching	1995				
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		02/20/2024		

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 Assistant II	Visayas State University	20,104.00	8-3	Permanent	Y
01/01/2022		Administrative Assistant II	Visayas State University	20,104.00	8-3	Permanent	Y
01/01/2022		Administrative Assistant II	Visayas State University	19,170.00	8-2	Permanent	Y
01/01/2021		Administrative Assistant II	Visayas State University	18,417.00	8-2	Permanent	Y
01/01/2020		Administrative Assistant II	Visayas State University	17,663.00	8-2	Permanent	Y
01/01/2019		Administrative Assistant II	Visayas State University	16,910.00	8-2	Permanent	Y
01/01/2019		Administrative Assistant II	Visayas State University	16,758.00	8-1	Permanent	Y
01/01/2018	12/31/2018	Administrative Assistant II	Visayas State University	16,282.00	8-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Assistant II	Visayas State University	15,818.00	8-1	Permanent	Y
01/01/2016	12/31/2016	Administrative Assistant II	Visayas State University	15,368.00	8-1	Permanent	Y
01/01/2016		Administrative Assistant II	Visayas State University	15,368.00	8-1	Permanent	Y
05/17/2013	12/31/2015	Administrative Aide VI	Visayas State University	13,312.00	-	Permanent	Y
06/01/2012	05/16/2013	Administrative Aide VI	Visayas State University	13,180.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide VI	Visayas State University	12,302.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide VI	Visayas State University	11,425.00	-	Permanent	Y
05/17/2010	06/23/2010	Administrative Aide VI	Visayas State University	10,548.00	-	Permanent	Y
07/01/2009	05/16/2010	Administrative Aide VI	Visayas State University	10,338.00	-	Permanent	Y
07/01/2008	06/30/2009	Administrative Aide VI	Visayas State University	9,434.00	-	Permanent	Y
07/01/2007	06/30/2008	Administrative Aide VI	Visayas State University	8,576.00	-	Permanent	Y
12/01/2004	06/30/2007	Administrative Aide VI	Leyte State University	7,606.00	-	Permanent	Y
05/17/2004	11/30/2004	Clerk III	Leyte State University	7,606.00	-	Permanent	Y
03/04/2002	05/16/2004	Clerk II	Leyte State University	6,684.00	-	Permanent	Y
07/01/2001	03/03/2002	Clerk II	Visayas College of Agriculture	6,522.00	-	Permanent	Y
01/01/2000	06/30/2001	Clerk II	Visayas College of Agriculture	6,211.00	-	Permanent	Y
03/04/1999	12/31/1999	Clerk II	Visayas College of Agriculture	5,646.00	-	Permanent	Y
07/18/1997	03/03/1999	Clerk I	Visayas College of Agriculture	5,358.00	-	Permanent	Y

PLEASE SEE ATTACHMENT B

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/20/2024
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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						
	01/01/1997	07/17/1997	Clerk I	Visayas College of Agriculture	5,228.00	-	Permanent	Y
	01/01/1996	12/31/1996	Clerk I	Visayas College of Agriculture	4,956.00	-	Permanent	Y
	01/01/1995	12/31/1995	Clerk I	Visayas College of Agriculture	3,956.00	-	Permanent	Y
	07/18/1994	12/31/1994	Clerk I	Visayas College of Agriculture	2,956.00	-	Permanent	Y
	01/01/1994	07/17/1994	Clerk I	Visayas College of Agriculture	134.36	-	Casual	Y
	01/01/1993	12/31/1993	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	01/01/1991	12/31/1992	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
	01/01/1989	06/30/1989	Clerk I	Visayas College of Agriculture	34.50	-	Casual	Y
	12/14/1987	12/31/1988	Clerk Typist	Visayas College of Agriculture	34.50	-	Casual	Y
	03/01/1987	12/13/1987	Clerk Typist	Visayas College of Agriculture	24.50	-	Casual	Y
	07/01/1986	02/28/1987	Clerk Typist	Visayas College of Agriculture	21.30	-	Casual	Y
	01/01/1985	06/30/1986	Clerk Typist	Visayas College of Agriculture	19.35	-	Casual	Y
	05/01/1984	12/31/1984	Clerk Typist	Visayas College of Agriculture	17.60	-	Casual	Y
	06/01/1983	04/30/1984	Clerk Typist	Visayas College of Agriculture	16.00	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	02/20/2024			

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)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/20/2024
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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><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.												
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 02/20/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														