

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	Villocino		
FIRST NAME	Aleli	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Ada		
3. DATE OF BIRTH (mm/dd/yyyy)	12/16/1963	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	DUMAGUETE 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	
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	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	N/A	ZIP CODE	House/Block/Lot No. Street
13. SSS NO.	N/A		Subdivision/Village Barangay
14. TIN NO.	N/A		City/Municipality Province
15. AGENCY EMPLOYEE NO.	V00550		
19. TELEPHONE NO.		053 563 7396	
20. MOBILE NO.		09173040879	
21. E-MAIL ADDRESS (if any)		aleli.villocino@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Villocino		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Santos	NAME EXTENSION (JR., SR) Jr.	Mary Angelica A. Villocino	04/25/1998
MIDDLE NAME	Berdin		Mari Faustina A. Villocino	05/04/2022
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS				
TELEPHONE NO.	09176333687			
24. FATHER'S SURNAME	ADA			
FIRST NAME	CRESENCIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DAEL			
25. MOTHER'S MAIDEN NAME	FERRER			
SURNAME	FERRER			
FIRST NAME	EMMA			
MIDDLE NAME	FLORES		(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	Siliman University Elementary School	Elementary	1971	1977		1977	N/A
SECONDARY	Siliman University High School	High School	1977	1981		1981	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Silliman University	Bachelor of Science in Secondary Education	1981	1986		1986	N/A
GRADUATE STUDIES	University of the Philippines (UPD)	Master of Science in Physical Education	1993	2001		2001	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		04/01/2024		

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	Southwestern University	Doctor of Education (Major in Physical Education)	2011	2014		2014	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		04/01/2024		

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	
	Professional Board Examination for Teachers (PBET)		70.00	N/A	Cagayan de Oro City	1880951	12/16/2024	
(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		VP for Student Affairs and Services	Visayas State University	148,171.00	28-1	Permanent	Y
	01/01/2023		Associate Professor V	Visayas State University	81,207.00	23-2	Permanent	Y
	07/01/2022		Associate Professor V	Visayas State University	79,659.00	23-2	Permanent	Y
	01/01/2022		Associate Professor V	Visayas State University	78,455.00	23-1	Permanent	Y
	01/01/2021		Associate Professor V	Visayas State University	76,907.00	23-1	Permanent	Y
	01/01/2020		Associate Professor V	Visayas State University	75,359.00	23-1	Permanent	Y
	07/01/2019		Associate Professor V	Visayas State University	73,811.00	23-1	Permanent	Y
	01/01/2019		Assistant Professor IV	Visayas State University	42,688.00	18-5	Permanent	Y
	01/01/2019		Assistant Professor IV	Visayas State University	42,688.00	18-5	Permanent	Y
	07/01/2018	12/31/2018	Assistant Professor IV	Visayas State University	39,952.00	18-5	Permanent	Y
	01/01/2018	06/30/2018	Assistant Professor IV	Visayas State University	39,477.00	18-4	Permanent	Y
	01/01/2017	12/31/2017	Assistant Professor IV	Visayas State University	36,960.00	18-4	Permanent	Y
	01/01/2016	12/31/2016	Assistant Professor IV	Visayas State University	34,603.00	18-4	Permanent	Y
	07/01/2015	12/31/2015	Assistant Professor IV	Visayas State University	32,397.00	-	Permanent	Y
	07/01/2012	06/30/2015	Assistant Professor IV	Visayas State University	32,044.00	-	Permanent	Y
	06/01/2012	06/30/2012	Assistant Professor IV	Visayas State University	31,696.00	-	Permanent	Y
	06/01/2011	05/31/2012	Assistant Professor IV	Visayas State University	28,684.00	-	Permanent	Y
	06/24/2010	05/31/2011	Assistant Professor IV	Visayas State University	25,671.00	-	Permanent	Y
	07/01/2009	06/23/2010	Assistant Professor IV	Visayas State University	22,659.00	-	Permanent	Y
	02/01/2009	06/30/2009	Assistant Professor IV	Visayas State University	19,168.00	-	Permanent	Y
	07/01/2008	01/31/2009	Assistant Professor IV	Visayas State University	19,168.00	-	Temporary	Y
	07/01/2007	06/30/2008	Assistant Professor IV	Visayas State University	17,425.00	-	Temporary	Y
	12/01/2005	06/30/2007	Assistant Professor IV	Leyte State University	15,841.00	-	Temporary	Y
	12/01/2001	11/30/2005	Instructor III	Leyte State University	12,546.00	-	Temporary	Y
	07/01/2001	11/30/2001	Instructor I	Visayas College of Agriculture	11,167.00	-	Temporary	Y
	01/01/2000	06/30/2001	Instructor I	Visayas College of Agriculture	10,635.00	-	Temporary	Y
PLEASE SEE ATTACHMENT B								
(Continue on separate sheet if necessary)								
SIGNATURE					DATE	04/01/2024		

VI. VOLUNTARY WORK OR INVOLEMENT 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		
	VISCA EDUCATIONAL FOUNDATION INCORPORATED (VEFI) VSU Campus Baybay Leyte	07/01/2020	PRESENT	1	VSU Representative
	DAUGHTERS OF MARY IMMACULATE INTERNATIONAL Holy Spirit Parish Baybay Leyte	04/02/2020		1	Member
	COUPLES FOR CHRIST Visca Baybay City Leyte	12/07/1998		1	Kids for Christ Facilitator
	Holy Spirit Parish Visca Baybay City Leyte	06/01/1991		1	Parishioner

(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			
	Management Systems Standards Forum	11/28/2023	11/29/2023	16	Technical	AGF Consulting Group
	Learning Visit in top universities in Vietnam, Cambodia and Lao	09/04/2023	09/13/2023	80	Technical	Visayas State University
	Internal Quality Audit Training	08/14/2023	08/15/2023	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	PAPSAS 28th National Conference and Training Workshop 2023	06/21/2023	06/23/2023	20	Research	Philippine Association of Practitioners of Student Affairs and Services
	Disaster Risk Reduction and Management Planning Workshop	11/09/2022	11/11/2022	24	Technical	Visayas State University and Office of the Civil Defense (Region)

(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	04/01/2024
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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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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 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><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>												
<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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Ricardo Nanggan</td><td>Silliman University Dumaguete City</td><td>09357510033</td></tr><tr><td>Marjhun Ricarte</td><td>Argao Science High School</td><td>09162441724</td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Ricardo Nanggan	Silliman University Dumaguete City	09357510033	Marjhun Ricarte	Argao Science High School	09162441724				<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>Right Thumbmark</div></div>
NAME	ADDRESS	TEL. NO.													
Ricardo Nanggan	Silliman University Dumaguete City	09357510033													
Marjhun Ricarte	Argao Science High School	09162441724													
<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>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: 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>04/01/2024</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><div>Person Administering Oath</div></div>															