

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	Caintic		
FIRST NAME	Jeremy	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Soria		
3. DATE OF BIRTH (mm/dd/yyyy)	12/18/1969	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City	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	Waling-Waling
7. HEIGHT (m)	1.52	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	74.00		Subdivision/Village Marcos
9. BLOOD TYPE	O		BAYBAY LEYTE
10. GSIS ID NO.	006001767155		City/Municipality Province
11. PAG-IBIG ID NO.	N/A		6521
12. PHILHEALTH NO.	130000619117	18. PERMANENT ADDRESS	House/Block/Lot No. Street
13. SSS NO.	0392008862	ZIP CODE	Subdivision/Village Barangay
14. TIN NO.	185726710		City/Municipality Province
15. AGENCY EMPLOYEE NO.	V00583		21. E-MAIL ADDRESS (if any)
16. CITIZENSHIP		19. TELEPHONE NO.	N/A
20. MOBILE NO.			926-777-2051

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	GUIANNE CONCINE AUREL CAINTIC	09/17/2004
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CAINTIC			
FIRST NAME	RUDOLFO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	OLMEDO			
25. MOTHER'S MAIDEN NAME	CONCHITA NAYRE SORIA			
SURNAME	CAINTIC			
FIRST NAME	CONCHITA			
MIDDLE NAME	NAYRE		(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
ELEMENTARY	Baybay South Central School	Elementary	From 1976	To 1982		1982	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1982	1986		1986	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/11/2025
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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						
01/01/2025		Security Guard II	Visayas State University	18,000.00	5-2	Permanent	Y
01/01/2025		Security Guard II	Visayas State University	18,000.00	5-2	Permanent	Y
09/01/2024		Security Guard II	Visayas State University	17,338.00	5-2	Permanent	Y
01/01/2024		Security Guard II	Visayas State University	17,205.00	5-1	Permanent	Y
01/01/2023		Security Guard II	Visayas State University	16,543.00	5-1	Permanent	Y
09/01/2021		Security Guard II	Visayas State University	16,543.00	5-1	Permanent	Y
09/01/2021		Security Guard II	Visayas State University	15,275.00	5-1	Permanent	Y
05/04/2021		Security Guard I	Visayas State University	13,781.00	3-3	Permanent	Y
01/01/2021	05/03/2021	Security Guard I	Visayas State University	13,677.00	3-2	Permanent	Y
01/01/2020		Security Guard I	Visayas State University	13,119.00	3-2	Permanent	Y
01/01/2019	12/31/2019	Security Guard I	Visayas State University	12,562.00	3-2	Permanent	Y
05/04/2018	12/31/2018	Security Guard I	Visayas State University	12,562.00	3-2	Permanent	Y
01/01/2018	05/03/2018	Security Guard I	Visayas State University	11,914.00	3-1	Permanent	Y
01/01/2017	12/31/2017	Security Guard I	Visayas State University	11,914.00	3-1	Permanent	Y
01/01/2016	12/31/2016	Security Guard I	Visayas State University	11,387.00	3-1	Permanent	Y
05/04/2015	12/31/2015	Security Guard I	Visayas State University	10,401.00	-	Permanent	Y
01/01/2014	05/03/2015	Security Guard I	Visayas State University	472.77	-	Casual	Y
07/01/2013	12/31/2013	Security Guard I		437.64	-	Casual	Y
01/01/2011	06/30/2013	Security Guard I		402.45	-	Casual	Y
01/01/2010	12/31/2010	Security Guard I		367.27	-	Casual	Y
07/01/2008	12/31/2009	Security Guard I		332.14	-	Casual	Y
07/01/2007	06/30/2008	Security Guard I		301.95	-	Casual	Y
01/01/2004	06/30/2007	Security Guard I		274.50	-	Casual	Y
01/01/2003	12/31/2003	Security Guard I		274.50	-	Casual	Y
01/01/2002	12/31/2002	Security Guard I		274.50	-	Casual	Y
07/01/2001	12/31/2001	Security Guard I		274.50	-	Casual	Y
03/16/2001	06/30/2001	Security Guard I		261.41	-	Casual	Y

(Continue on separate sheet if necessary)

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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		
	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			
	Conference on gender and disaster risk governance learning from the experiences of diverse DRR stakeholders	07/27/2022	07/27/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Disaster Risk Reduction and Management (DRRM) Training/Workshop	06/04/2022	06/04/2022	8	Technical	Philippine KOICA Feelow Association Inc. (PHILKOFA)
	RE-TRAINING COURSE FOR SECURITY	11/25/2021	12/02/2021	40	Technical	JVO Dynamic Security Training Academy
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Security Guards refresher Course	09/05/2019	09/05/2019	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	FIRE FIGHTING AND RESCUE TRAINING	11/05/2018	11/09/2018	40	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	LTO Deputation Seminar	10/26/2016	10/28/2016	24	Technical	VSU-LTO Region 08
	Fire Prevention Seminar and Training on Mass casualty incident Responce	03/27/2015	03/27/2015	8	Technical	BUREAU OF FIRE PROTECTION, Baybay
	Fire Prevention Seminar and Training on Mass casualty incident Responce	03/26/2015	03/27/2015	16	Technical	Bureau of Fire Protection /VSU
	ORIENTATION & RE-ORIENTATION OF SECURITY GUARDS DUTIES & RESPONSIBILITIES	09/04/2014	09/04/2014	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Basic Life Support Providers Course Health Care Provider	03/14/2012	03/16/2012	24	Technical	DOH-Department Of Health/VSU
	Re-Orientation Seminar for Security Guards	09/02/2011	09/02/2011	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-Orientation Seminar for VSU Security Guards	05/04/2011	05/04/2011	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training on Safety Driving and Traffic Rules and Regulations	12/13/2010	12/13/2010	8	Technical	PRCTC,VSU
	Road Safety Education, Anti Carnapping and other related Laws Seminar	10/10/2009	10/10/2009	8	Technical	Kabalikat Civicom Palompon
	Industrial Security Management	02/21/2009	02/21/2009	8	Technical	LNU TTacloban
	Security Services NC II	10/27/2008	11/27/2008	104	Technical	Ocmoc City

PLEASE SEE ATTACHMENT A

(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)
	Carpentry		N/A		Visayas State University Credit Cooperative
	Driving				

(Continue on separate sheet if necessary)

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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>JOSE L. BACUSMO</td><td>VISCA PANGASUGAN BAYBAY CITY</td><td>09173108076</td></tr><tr><td>Dario P. Lina</td><td>VSU Baybay City, Leyte</td><td>09566807275</td></tr><tr><td>MARIO LILIO VALENZONA</td><td>VSU VISCA BAYBAY CITY</td><td>VOIP 1041</td></tr></table>						NAME	ADDRESS	TEL. NO.	JOSE L. BACUSMO	VISCA PANGASUGAN BAYBAY CITY	09173108076	Dario P. Lina	VSU Baybay City, Leyte	09566807275	MARIO LILIO VALENZONA	VSU VISCA BAYBAY CITY	VOIP 1041
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MARIO LILIO VALENZONA	VSU VISCA BAYBAY CITY	VOIP 1041															
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: DL ID/License/Passport No.: N0493282820 Date/Place of Issuance: 12/18/2019 / BAYBAY CITY LEYTE Signature (Sign inside the box) 06/11/2025 Date Accomplished																	
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																	