

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	Cano		
FIRST NAME	Gregorio	NAME EXTENSION (JR., SR) Jr.	
MIDDLE NAME	Cruda		
3. DATE OF BIRTH (mm/dd/yyyy)	12/19/1962	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	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input 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)	3.00	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	75.00		Subdivision/Village Barangay
9. BLOOD TYPE	AB+		City/Municipality Province
10. GSIS ID NO.	3876034		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	130000152618	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	001394498		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V00586		City/Municipality Province
		19. TELEPHONE NO.	(1
		20. MOBILE NO.	9
		21. E-MAIL ADDRESS (if any)	gregorio.cano@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	Baybay East Central School	Elementary	1969	1975		1975	N/A
SECONDARY	Baybay National High School	High School	1975	1981		1981	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Science in Elementary Education	1996				N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/22/2023
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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						
01/01/2023		Security Guard II	Visayas State University	16,543.00	5-1	Permanent	Y
01/01/2022		Security Guard II	Visayas State University	15,909.00	5-1	Permanent	Y
01/01/2022		Security Guard II	Visayas State University	15,909.00	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
09/01/2021		Security Guard II	Visayas State University	15,275.00	5-1	Permanent	Y
01/01/2021		Security Guard I	Visayas State University	13,677.00	3-2	Permanent	Y
07/03/2020		Security Guard I	Visayas State University	13,119.00	3-2	Permanent	Y
01/01/2020	06/30/2020	Security Guard I	Visayas State University	13,019.00	3-1	Permanent	Y
01/01/2019		Security Guard I		12,466.00	3-1	Permanent	Y
01/01/2018	12/31/2018	Security Guard I		11,914.00	3-1	Permanent	Y
07/03/2017	12/31/2017	Security Guard I		11,387.00	3-1	Permanent	Y
01/01/2017	07/02/2017	Security Guard I		517.59	-	Casual	Y
01/01/2016	12/31/2016	Security Guard I		494.68	-	Casual	Y
01/01/2014	12/31/2015	Security Guard I		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
07/01/2001	06/30/2007	Security Guard I		274.50	-	Casual	Y
01/01/2001	06/30/2001	Security Guard I		261.41	-	Casual	Y
01/01/2000	12/31/2000	Security Guard I		261.41	-	Casual	Y
01/01/1999	12/31/1999	Security Guard		237.64	-	Casual	Y
01/01/1998	12/31/1998	Security Guard		237.64	-	Casual	Y
01/01/1997	12/31/1997	Security Guard		237.64	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/22/2023
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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						
	01/01/1996	12/31/1996	Security Guard		225.27	-	Casual	Y
	01/01/1995	12/31/1995	Security Guard		179.82	-	Casual	Y
	01/01/1994	12/31/1994	Security Guard		134.36	-	Casual	Y
	01/01/1993	12/31/1993	Security Guard		98.00	-	Casual	Y
	01/01/1992	12/31/1992	Security Guard		98.00	-	Casual	Y
	01/17/1991	12/31/1990	Security Guard		98.00	-	Casual	Y
	01/01/1991	12/31/1991	Security Guard		98.00	-	Casual	Y
	09/17/1990	12/31/1990	Security Guard		98.00	-	Casual	Y
	07/01/1989	06/30/1990	Security Guard		32.85	-	Casual	Y
	07/01/1988	06/30/1989	Watchman		32.85	-	Casual	Y
	12/14/1987	06/30/1988	Watchman		22.90	-	Casual	Y
	03/01/1987	12/13/1987	Watchman		19.90	-	Casual	Y
	07/01/1986	02/28/1987	Watchman		18.10	-	Casual	Y
	05/01/1984	12/31/1984	Watchman		16.45	-	Casual	Y
	08/16/1983	04/30/1984	Watchman		14.95	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	03/22/2023			

## 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

[illegible]

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	03/22/2023
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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, a. within the third degree? 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>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 type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input 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 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 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 type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input 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 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 type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input 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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></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)  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> </div><div>Right Thumbmark</div></div></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: <b>DL</b></div><div>ID/License/Passport No.: <b>H0306000152</b></div><div>Date/Place of Issuance: <b>12/19/2022 / Baybay City Leyte</b></div></div>	<div><div> </div><div>Signature (Sign inside the box)</div><div>03/22/2023</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><div>Person Administering Oath</div></div>														