

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	House/Block/Lot No. Street Cogon Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	75.00		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Cogon Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	3876034	ZIP CODE	6521
11. PAG-IBIG ID NO.	170000244879		
12. PHILHEALTH NO.	130000152618	19. TELEPHONE NO.	N/A
13. SSS NO.	1619555784	20. MOBILE NO.	936-308-2476
14. TIN NO.	001394498	21. E-MAIL ADDRESS (if any)	gregorio.cano@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00586		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CANO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARISSA	NAME EXTENSION (JR., SR)	RYAN M. CANO	04/24/1980
MIDDLE NAME	MIGUEL		ROWELL M. CANO	04/07/1985
OCCUPATION	CITY INFORMATION OFFICER III			
EMPLOYER/BUSINESS NAME	LGU BAYBAY CITY			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CANO			
FIRST NAME	GREGORIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CABANTOG			
25. MOTHER'S MAIDEN NAME	GASPAY			
SURNAME	CANO			
FIRST NAME	ANASTACIA			
MIDDLE NAME	CRUDA		(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	1999	95 UNITS	1999	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2023
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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	15,275.00	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	05/01/2023
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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	05/01/2023		

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)

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			
	ISO AWARENESS / REAWARENESS SEMINAR 9001:2015	11/27/2020	11/27/2020	4	Technical	VSU QAC & OP
	RE-ORIENTATION SEMINAR FOR SECURITY GUARD	09/04/2014	09/04/2014	8	Technical	QAC
	SECURITY GUARD REFRESHER COURSE CLASS 10-2004 SAGSD LETTER AUTHORITY NO 10-2004 1323	11/03/2004	11/06/2004	32	Technical	LSU, VISCA BAYBAY
	RE-ORIENTATION ON VALUES IN THE SEMINAR WORKSHOP	09/10/2002	09/10/2002	8	Technical	HRMDO, LSU, VISCA BAYBAY
	SECURITY GUARD RE-TRAINING COURSE	09/09/2002	09/13/2002	32	Technical	LSU, VISCA BAYBAY
	SEMINAR WORKSHOP ON CAMPUS SECURITY GUARD AND INVESTIGATION	09/10/1999	09/11/1999	16	Technical	HRDMO w/ PNP RO8
	DRIVER 2000 DEPUTIZE AGENT TRAINING	01/26/1996	01/27/1996	16	Technical	HRDMO w/ LTO RO8
	SEMINAR ON RESTRICTED RADO TEL. OPERATOR CERTIFICATE LAND MOBILE	10/01/1995	10/01/1995	4	Technical	KAPISANAN NG MGA BROADCASTER SA PILIPINAS (KBP TAC. CITY REGION 8
	RE-ORIENTATION TRAINING FOR SECURITY GUARDS	07/03/1995	07/06/1995	24	Technical	VISCA, BAYBAY, LEYTE W/ ATI-NTC

(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		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	DRIVING				
	BASKETBALL				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2023
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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 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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>MARCHO BANDALAN</td><td>BAYBYA CITY, LEYTE</td><td>VOIP 1082</td></tr><tr><td>DARIO P. LINA</td><td>VSU, BAYBYA CITY, LEYTE</td><td>09566807275</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	MARCHO BANDALAN	BAYBYA CITY, LEYTE	VOIP 1082	DARIO P. LINA	VSU, BAYBYA CITY, LEYTE	09566807275			
NAME	ADDRESS	TEL. NO.												
MARCHO BANDALAN	BAYBYA CITY, LEYTE	VOIP 1082												
DARIO P. LINA	VSU, BAYBYA CITY, LEYTE	09566807275												
<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: DL</div><div>ID/License/Passport No.: H0306000152</div><div>Date/Place of Issuance: 12/19/2022 / Baybay City Leyte</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>05/01/2023</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>														