

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	Castillo		
FIRST NAME	Bonifacio	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Esperanza		
3. DATE OF BIRTH (mm/dd/yyyy)	05/16/1961	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Sta. Margarita, Samar	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	Zone 1
7. HEIGHT (m)	1.63	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	60.00		Guadalupe (Utod)
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	956075795540		BAYBAY LEYTE
11. PAG-IBIG ID NO.	170000245378		City/Municipality Province
12. PHILHEALTH NO.	130000151344	ZIP CODE	6521
13. SSS NO.	N/A	18. PERMANENT ADDRESS	
14. TIN NO.	116623715000	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00588		Subdivision/Village Barangay
16. CITIZENSHIP			City/Municipality Province
17. RESIDENTIAL ADDRESS		19. TELEPHONE NO.	(053) 563-7527
18. PERMANENT ADDRESS		20. MOBILE NO.	926-272-2899
19. TELEPHONE NO.		21. E-MAIL ADDRESS (if any)	bonifacio.castillo@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Castillo		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Luisa	NAME EXTENSION (JR., SR)	Mary Joyce T. Castillo	11/11/1986
MIDDLE NAME	Tambole		Ferdinand T. Castillo	09/09/1988
OCCUPATION	Housewife			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Castillo			
FIRST NAME	Venancio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Alegria			
25. MOTHER'S MAIDEN NAME	Solidad Panal Esperanza			
SURNAME	Esperanza			
FIRST NAME	Solidad			
MIDDLE NAME	Panal		(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	Palompon Elementary School	Elementary	1971	1976		1976	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1976	1980		1980	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/12/2025
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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		Administrative Aide III	Visayas State University	15,971.00	3-2	Permanent	Y
01/01/2024		Administrative Aide III	Visayas State University	15,384.00	3-2	Permanent	Y
01/01/2023		Administrative Aide III	Visayas State University	14,792.00	3-2	Permanent	Y
07/01/2022		Administrative Aide III	Visayas State University	14,234.00	3-2	Permanent	Y
01/01/2022		Administrative Aide III	Visayas State University	14,125.00	3-1	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,572.00	3-1	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,572.00	3-1	Permanent	Y
01/01/2020		Administrative Aide III	Visayas State University	13,019.00	3-1	Permanent	Y
01/01/2020		Administrative Aide III	Visayas State University	13,019.00	3-1	Permanent	Y
12/02/2019	12/31/2019	Administrative Aide III	Visayas State University	12,466.00	3-1	Permanent	Y
12/02/2019	12/31/2019	Administrative Aide III	Visayas State University	12,466.00	3-1	Permanent	Y
01/01/2019	12/01/2019	Administrative Aide I	Visayas State University	11,254.00	1-3	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide I	Visayas State University	10,695.00	1-3	Permanent	Y
02/01/2017	12/31/2017	Administrative Aide I	Visayas State University	10,165.00	1-3	Permanent	Y
01/01/2017	01/31/2017	Administrative Aide I	Visayas State University	10,072.00	1-2	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide I	Visayas State University	9,568.00	1-2	Permanent	Y
02/01/2014	12/31/2015	Administrative Aide I		9,090.00	-	Permanent	Y
06/01/2012	01/31/2014	Administrative Aide I		9,000.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide I		8,287.00	-	Permanent	Y
02/01/2011	05/31/2011	Administrative Aide I		7,575.00	-	Permanent	Y
07/01/2008	01/31/2011	Administrative Aide I		279.50	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide I		254.09	-	Casual	Y
03/01/2004	06/30/2007	Administrative Aide I		231.00	-	Casual	Y
01/01/2002	02/29/2004	Utility Worker I		231.00	-	Casual	Y
07/01/2001	12/31/2001	Utility Worker I		231.00	-	Casual	Y
01/01/2001	06/30/2001	Utility Worker I		220.00	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/12/2025
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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						
	01/01/2000	12/31/2000	Utility Worker I		220.00	-	Casual	Y
	07/01/1999	12/31/1999	Utility Worker I		200.00	-	Casual	Y
	01/14/1999	06/30/1999	Utility Worker I		200.00	-	Casual	Y
	01/01/1997	03/31/1997	Laborer I		200.00	-	Casual	Y
	01/01/1996	12/31/1996	Laborer I		200.00	-	Casual	Y
	01/01/1995	12/31/1995	Laborer I		172.73	-	Casual	Y
	01/01/1994	12/31/1994	Laborer I		127.26	-	Casual	Y
	01/01/1992	12/31/1993	Laborer I		90.90	-	Casual	Y
	08/01/1991	12/31/1991	Laborer I		90.90	-	Casual	Y
	07/01/1989	12/31/1990	Laborer I		90.90	-	Casual	Y
	01/16/1989	06/30/1989	Laborer		32.85	-	Casual	Y
	12/14/1987	05/31/1988	Laborer		32.85	-	Casual	Y
	08/10/1987	12/13/1987	Laborer		22.90	-	Casual	Y
	03/01/1987	06/30/1987	Laborer		22.90	-	Casual	Y
	07/01/1986	02/28/1987	Laborer		19.90	-	Casual	Y
	01/01/1985	06/30/1986	Laborer		18.10	-	Casual	Y
	05/01/1984	12/31/1984	Laborer		16.45	-	Casual	Y
	03/01/1983	04/30/1984	Laborer		14.95	-	Casual	Y
	08/02/1982	12/31/1982	Laborer		14.95	-	Casual	Y
	05/03/1982	07/31/1982	Laborer		14.95	-	Casual	Y
	01/02/1982	04/30/1982	Laborer		14.95	-	Casual	Y
	03/01/1981	12/31/1981	Laborer		14.95	-	Casual	Y
	01/05/1981	02/27/1981	Laborer		13.00	-	Casual	Y
	09/01/1980	12/31/1980	Laborer		13.00	-	Casual	Y
	07/01/1980	08/29/1980	Laborer		13.00	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	09/12/2025			

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		
	COUPLES FOR CHRIST NONE	01/01/1996	01/02/2012	8	Unit Head

(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			
	Total Quality Management Training Among Administrative Personnel	11/13/2009	11/14/2009	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	In service Training for new Elementary and Secondary School Teachers in English, Math, Science	10/23/2007	10/27/2007	40	Technical	DepEd Reg VII & leyte State Univeristy
	Seminar workshop on STIHL Dev Training Program	11/25/2005	11/25/2005	8	Technical	LEYTE STATE UNIVERSITY
	Seminar-Demonstration on Vegetation of Waste, Processing of Recyclables and Compost Making of First Garbage Recycling and Compost Fair	09/30/2004	09/30/2004	8	Technical	LEYTE STATE UNIVERSITY
	Livestock Dispersal Training	06/23/1999	06/23/1999	8	Technical	Brgy Caridad, Baybay City, Leyte

(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)
	Gardening		N/A		N/A
	Singing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/12/2025
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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>Dolores L. Alcober</td><td>Visca, Baybay City, Leyte</td><td>5563-75-27</td></tr><tr><td>Manolo B. Loreto</td><td>Visca, Baybay City, Leyte</td><td>563-70-73</td></tr><tr><td>Remberto A. Patindol</td><td>Visca, Baybay City, Leyte</td><td>563-71-15</td></tr></table>			NAME	ADDRESS	TEL. NO.	Dolores L. Alcober	Visca, Baybay City, Leyte	5563-75-27	Manolo B. Loreto	Visca, Baybay City, Leyte	563-70-73	Remberto A. Patindol	Visca, Baybay City, Leyte	563-71-15
NAME	ADDRESS	TEL. NO.												
Dolores L. Alcober	Visca, Baybay City, Leyte	5563-75-27												
Manolo B. Loreto	Visca, Baybay City, Leyte	563-70-73												
Remberto A. Patindol	Visca, Baybay City, Leyte	563-71-15												
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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 09/12/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														