

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	Cerna		
FIRST NAME	Mizael	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Bedayo		
3. DATE OF BIRTH (mm/dd/yyyy)	12/16/1970	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	Hilongos, 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	529 C Jose Abad Santos St. House/Block/Lot No. Street Poblacion Zone 6 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.61	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province ZIP CODE
8. WEIGHT (kg)	74.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	919-818-7089
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	mizael.cerna@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00589		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Cerna		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Vilma	NAME EXTENSION (JR., SR)	Caryl Vim S. Cerna	02/10/1996
MIDDLE NAME	Sabijon		Denzel Jim S. Cerna	04/29/1997
OCCUPATION	Brgy. Treasurer			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Cerna			
FIRST NAME	Francisco (Deceased)	NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME	Bedayo			
SURNAME	Cerna			
FIRST NAME	Purificacion (Deceased)			
MIDDLE NAME	Pilapil		(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 North Central School	Elementary	1978	1984		1984	N/A
SECONDARY	Baybay National High School	High School	1984	1988		1988	N/A
VOCATIONAL/ TRADE COURSE	Hilongos National Vocational High School	Agricultural Technician	1989	1991	21	1991	N/A
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/31/2023
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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		Administrative Aide III	Visayas State University	14,905.00	3-3	Permanent	Y
01/01/2022		Administrative Aide III	Visayas State University	14,343.00	3-3	Permanent	Y
08/03/2021		Administrative Aide III	Visayas State University	13,781.00	3-3	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,677.00	3-2	Permanent	Y
01/01/2020		Administrative Aide III	Visayas State University	13,119.00	3-2	Permanent	Y
01/01/2019		Administrative Aide III		12,562.00	3-2	Permanent	Y
08/03/2018	12/31/2018	Administrative Aide III		12,013.00	3-2	Permanent	Y
01/01/2018	08/02/2018	Administrative Aide III		11,914.00	3-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide III		11,387.00	3-1	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide III		10,883.00	3-1	Permanent	Y
08/03/2015	12/31/2015	Administrative Aide III		10,401.00	-	Permanent	Y
01/01/2014	08/02/2015	Administrative Aide III		472.77	-	Casual	Y
07/01/2013	12/31/2013	Administrative Aide III		437.64	-	Casual	Y
01/01/2011	06/30/2013	Administrative Aide III		402.45	-	Casual	Y
01/01/2010	12/31/2010	Administrative Aide III		367.27	-	Casual	Y
07/01/2008	12/31/2009	Administrative Aide III		332.14	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide III		301.95	-	Casual	Y
01/01/2005	06/30/2007	Administrative Aide III		274.50	-	Casual	Y
01/01/2002	12/31/2004	Illustrator I		274.50	-	Casual	Y
07/01/2001	12/31/2001	Illustrator I		274.50	-	Casual	Y
01/01/2001	06/30/2001	Illustrator I		261.41	-	Casual	Y
01/01/2000	12/31/2000	Illustrator I		261.41	-	Casual	Y
01/01/1999	12/31/1999	Illustrator I		237.64	-	Casual	Y
01/01/1998	12/31/1998	Illustrator I		237.64	-	Casual	Y
01/01/1997	12/31/1997	Illustrator I		237.64	-	Casual	Y
07/01/1996	12/31/1996	Illustrator I		225.27	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/31/2023
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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			
	5S TRAINING-SEMINAR FOR UTILITY AND MESSENGER PERSONNEL	11/23/2022	11/23/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar on Defensive Driving	10/26/2016	10/26/2016	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	GENDER SENSITIVITY TRAINING	04/27/2016	04/27/2016	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar on Fire Prevention	03/30/2012	03/30/2012	8	Technical	"Visayas State University (VSU), Visca, 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)		
	Painting	N/A		Banaag Visual Arts Group, VSU		
	Photography			VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)		
	Sketching					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/31/2023	

<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>Gina A. Delima</td><td>Baybay City, Leyte</td><td>(053) 565-0600</td></tr><tr><td>Lilian B. Nuñez</td><td>VSU, Visca Baybay City, Leyte</td><td>(053) 565-0600</td></tr><tr><td>Maria Aurora Teresita W. Tabada</td><td>VSU, Visca Baybay City, Leyte</td><td>(053) 565-0600</td></tr></table>						NAME	ADDRESS	TEL. NO.	Gina A. Delima	Baybay City, Leyte	(053) 565-0600	Lilian B. Nuñez	VSU, Visca Baybay City, Leyte	(053) 565-0600	Maria Aurora Teresita W. Tabada	VSU, Visca Baybay City, Leyte	(053) 565-0600
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<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>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: <b>N/A</b> ID/License/Passport No.: <b>N/A</b> Date/Place of Issuance: <b>N/A</b></div><div><div>Signature (Sign inside the box) 03/31/2023 Date Accomplished</div><div>Right Thumbmark</div></div></div></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>																	