

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	Dohiling		
FIRST NAME	Raquel	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Heramis		
3. DATE OF BIRTH (mm/dd/yyyy)	04/10/1980	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 type="checkbox"/> Male <input checked="" 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	APT 44 KILBOURNE DRIVE House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.00	18. PERMANENT ADDRESS	House/Block/Lot No. Street Tahud Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province ZIP CODE 6522
8. WEIGHT (kg)	45.00		
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.	(1
13. SSS NO.	N/A	20. MOBILE NO.	951-034-4062
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	raquel.dohiling@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00596		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DOHILING		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	OMAR	NAME EXTENSION (JR., SR)	YUI H. DOHILING	08/18/2006
MIDDLE NAME	REBIGAN		JOY H. DOHILING	10/10/2007
OCCUPATION	SEAFARER			
EMPLOYER/BUSINESS NAME	KNUTSEN PHILIPPINES INC.			
BUSINESS ADDRESS	THE GREGORIAN BLDG., 2178 TAFT AVE., MALATE MANILA			
TELEPHONE NO.				
24. FATHER'S SURNAME	HERAMIS			
FIRST NAME	AGUSTIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DELA PEÑA			
25. MOTHER'S MAIDEN NAME	TEOFILA AÑONUEVO PELESCO			
SURNAME	PELESCO			
FIRST NAME	TEOFILA			
MIDDLE NAME	AÑONUEVO		(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	Tahud Elementary School	Elementary	0	1992		1992	N/A
SECONDARY	Conalum National High School	High School	1992	1996		1996	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of San Jose Recoletos	Bachelor of Science in Commerce	1996	2000		2000	N/A
GRADUATE STUDIES	Visayas State University	Master of Management in Business	2009				N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/23/2023
-----------	--	------	------------

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
	Civil Service Examination Professional Level	80.81	06/18/2000	University of the Visayas, Cebu City	120238      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 Officer II	Visayas State University	27,000.00	11-1	Permanent	Y
01/01/2022		Administrative Officer II	Visayas State University	25,439.00	11-1	Permanent	Y
11/05/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
04/10/2021		Administrative Officer I	Visayas State University	22,106.00	10-6	Permanent	Y
04/10/2021		Administrative Officer I	Visayas State University	22,106.00	10-6	Permanent	Y
04/10/2021		Administrative Officer I	Visayas State University	22,106.00	10-6	Permanent	Y
04/10/2021		Administrative Officer I	Visayas State University	22,106.00	10-6	Permanent	Y
01/01/2021		Administrative Officer I	Visayas State University	21,923.00	10-5	Permanent	Y
01/01/2021		Administrative Officer I	Visayas State University	21,561.00	10-3	Permanent	Y
01/01/2020		Administrative Officer I	Visayas State University	20,558.00	10-3	Permanent	Y
01/01/2019	12/31/2019	Administrative Officer I	Visayas State University	19,556.00	10-3	Permanent	Y
01/01/2019	12/31/2019	Administrative Officer I	Visayas State University	19,233.00	10-1	Permanent	Y
04/10/2018	12/31/2018	Administrative Officer I	Visayas State University	12,884.00	4-3	Permanent	Y
01/01/2018	04/09/2018	Administrative Aide IV	Visayas State University	12,674.00	4-1	Permanent	Y
01/01/2018		Administrative Aide IV	Visayas State University	12,674.00	4-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,155.00	4-1	Permanent	Y
03/01/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,658.00	4-1	Permanent	Y
01/01/2016	02/29/2016	Administrative Aide III	Visayas State University	11,658.00	4-1	Permanent	Y
06/16/2014	12/31/2015	Administrative Aide III	Visayas State University	10,505.00	-	Permanent	Y
06/01/2012	06/15/2014	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
06/16/2011	05/31/2012	Administrative Aide III	Visayas State University	9,628.00	-	Permanent	Y
01/01/2011	06/15/2011	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
07/12/2004	12/31/2004	Clerk I		274.50	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/23/2023
-----------	--	------	------------

## 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>	03/23/2023
------------------	--	-------------	------------

<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 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 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>DANIEL LESLIE S. TAN</td><td>OVPAF, Admin. Bldg., VSU, Baybay City, Leyte</td><td>09328685396</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	DANIEL LESLIE S. TAN	OVPAF, Admin. Bldg., VSU, Baybay City, Leyte	09328685396						
NAME	ADDRESS	TEL. NO.												
DANIEL LESLIE S. TAN	OVPAF, Admin. Bldg., VSU, Baybay City, Leyte	09328685396												
<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>N/A</b></div><div>ID/License/Passport No.: <b>N/A</b></div><div>Date/Place of Issuance: <b>N/A</b></div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>03/23/2023</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>														