

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	Espinosa		
FIRST NAME	Antonio	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Castañas		
3. DATE OF BIRTH (mm/dd/yyyy)	03/16/1960	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 city 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)	65.00		Subdivision/Village Barangay
9. BLOOD TYPE	A-		City/Municipality Province
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	170000248975	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	130000152898	ZIP CODE	House/Block/Lot No. Street
13. SSS NO.	0364329045		Subdivision/Village Barangay
14. TIN NO.	116624275		City/Municipality Province
15. AGENCY EMPLOYEE NO.	V00599		
19. TELEPHONE NO.	(1		
20. MOBILE NO.	927-835-7179		
21. E-MAIL ADDRESS (if any)	antonio.espinosa@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	espinosa		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	elenita	NAME EXTENSION (JR., SR)	antoine elliot almocera espinosa	10/05/1999
MIDDLE NAME	almocera			
OCCUPATION	none			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.	09278357179			
24. FATHER'S SURNAME	espinosa			
FIRST NAME	jesus	NAME EXTENSION (JR., SR)		
MIDDLE NAME	vega			
25. MOTHER'S MAIDEN NAME	dulcisima labana castanas			
SURNAME	espinosa			
FIRST NAME	dulcisima			
MIDDLE NAME	castanas		(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	Pangasugan Elementary School	Elementary	1968	1974	graduated	1974	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1976	1980	graduated	1980	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2023
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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
09/01/2022		Security Guard II	Visayas State University	15,909.00	5-1	Permanent	Y
01/01/2022		Security Guard I	Visayas State University	14,234.00	3-2	Permanent	Y
01/01/2022		Security Guard I	Visayas State University	14,234.00	3-2	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	07/02/2020	Security Guard I	Visayas State University	13,119.00	3-2	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
01/01/2003	06/30/2007	Security Guard I		274.50	-	Casual	Y
01/01/2002	12/31/2002	Security Guard I		274.50	-	Casual	Y
07/01/2001	12/31/2001	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 I		237.64	-	Casual	Y
01/01/1998	12/31/1998	Security Guard I		237.64	-	Casual	Y
01/01/1997	12/31/1997	Security Guard I		237.64	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2023
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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			
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	LOYALTY AWARD	09/30/2015	09/30/2015	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ORIENTATION & RE-ORIENTATION OF SECURITY GUARDS DUTIES & RESPONSIBILITIES	09/04/2014	09/04/2014	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	RE-ORIENTATION TRAINING WORKSHOP VSU SECURITY GUARD	09/16/2002	09/21/2022	48	Technical	PRO-8 RUPERTO KANGLEON PALO LEYTE
	PRE-ORIENTATION ON VALUES IN THE SEMINAR WORK SHOP	09/01/2002	09/01/2002	8	Technical	VISCA
	RESTRICTED LAND MOBILE [NTC]	10/05/1999	10/05/1999	8	Technical	VISCA SOSIAL HALL
	SEMINAR WORK SHOP ON CAMPUS SECURITY AND INVISTAGATION	09/10/1999	09/11/1999	16	Technical	VISCA FARMI TRAINING HALL
	DEPUTIZE AGENT TRAINING	11/26/1996	11/27/1996	16	Technical	VSU FARM TRAINING HALL
	RE-ORIENTATION TRAINING FOR SECURITY GUARD	07/06/1995	07/08/1995	24	Technical	ATI VISCA
	PRE LICENSING TRAINING COURSE FOR SECURITY GUARD	09/10/1981	10/15/1984	40	Technical	PHILIPPINES NATIONAL GUARD PROTECTIVE AGENCY

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2023
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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,</div> <div>a. within the third degree?</div> <div>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> <div>If YES, give details:</div> <div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?</div> <div>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></div> <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:</div><div>Date Filed: <div></div></div><div>Status of Case/s: <div></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></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></div>												
<div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</div> <div>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><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:</div><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></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:</div> <div>a. Are you a member of any indigenous group?</div> <div>b. Are you a person with disability?</div> <div>c. Are you a solo parent?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify:</div><div></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> <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No</div><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>SULPECIO BANTUGAN</td><td>PHD VISCA</td><td></td></tr><tr><td>OSCAR POSAS</td><td>BRGY. MARCOS</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	SULPECIO BANTUGAN	PHD VISCA		OSCAR POSAS	BRGY. MARCOS				
NAME	ADDRESS	TEL. NO.												
SULPECIO BANTUGAN	PHD VISCA													
OSCAR POSAS	BRGY. MARCOS													
<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>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size)</div><div>With full and handwritten name tag and signature over printed name</div><div>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div><div></div><div>Right Thumbmark</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>TIN</b></div> <div>ID/License/Passport No.: <b>116624275</b></div> <div>Date/Place of Issuance: 10/01/1984 / Ormoc City</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>03/21/2023</div> <div>Date Accomplished</div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div></div> <div>Person Administering Oath</div>														