

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	Gucela				
FIRST NAME	Arnel			NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Poliquit				
3. DATE OF BIRTH (mm/dd/yyyy)	07/10/1980	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:		
4. PLACE OF BIRTH	Patag, Baybay City, Leyte	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 4		
7. HEIGHT (m)	1.68	ZIP CODE	House/Block/Lot No. Street		
8. WEIGHT (kg)	1.00		Patag		
9. BLOOD TYPE	O		Subdivision/Village Barangay		
10. GSIS ID NO.	N/A		BAYBAY LEYTE		
11. PAG-IBIG ID NO.	N/A		City/Municipality Province		
12. PHILHEALTH NO.	N/A		6521		
13. SSS NO.	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street		
14. TIN NO.	N/A	ZIP CODE	Subdivision/Village Barangay		
15. AGENCY EMPLOYEE NO.	V00610		City/Municipality Province		
		19. TELEPHONE NO.	1		
		20. MOBILE NO.	9557187352		
		21. E-MAIL ADDRESS (if any)	arnel.gucela@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME	N/A			
SURNAME	N/A			
FIRST NAME	N/A			
MIDDLE NAME	N/A		(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	Gabas Elementary School	Elementary	1986	1992		1992	N/A
SECONDARY	Baybay National High School	High School	1992	1996		1996	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	Hilongos Central School	Doctor of Education	1996	2000		2000	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	06/09/2023

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
	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	PRESENT	Administrative Aide VI	Visayas State University	17,824.00	6-3	Permanent	Y
03/01/2022		Administrative Aide VI	Visayas State University	17,137.00	6-3	Permanent	Y
01/01/2022		Administrative Aide VI	Visayas State University	17,007.00	6-2	Permanent	Y
01/01/2021		Administrative Aide VI	Visayas State University	16,325.00	6-2	Permanent	Y
01/01/2020		Administrative Aide VI	Visayas State University	15,643.00	6-2	Permanent	Y
03/01/2019		Administrative Aide VI	Visayas State University	14,961.00	6-2	Permanent	Y
01/01/2019	02/28/2019	Administrative Aide VI	Visayas State University	13,214.00	4-1	Permanent	Y
04/20/2018	12/31/2018	Administrative Aide VI	Visayas State University	12,674.00	4-1	Permanent	Y
03/01/2018	02/28/2019	Administrative Aide VI	Visayas State University	12,674.00	4-1	Temporary	Y
01/01/2018	02/28/2018	Administrative Aide VI	Visayas State University	12,674.00	4-1	Temporary	Y
03/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	12,155.00	4-1	Temporary	Y
01/01/2017	02/28/2017	Administrative Aide VI	Visayas State University	12,155.00	4-1	Temporary	Y
03/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	11,658.00	4-1	Temporary	Y
01/01/2014	02/29/2016	Administrative Aide VI	Visayas State University	587.32	-	Casual	Y
07/01/2013	12/31/2013	Administrative Aide VI	Visayas State University	545.09	-	Casual	Y
01/01/2011	06/30/2013	Administrative Aide VI	Visayas State University	502.82	-	Casual	Y
01/01/2010	12/31/2010	Administrative Aide VI		460.59	-	Casual	Y
07/01/2008	12/31/2009	Administrative Aide VI		418.36	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide VI		380.32	-	Casual	Y
01/01/2006	06/30/2007	Administrative Aide VI		345.73	-	Casual	Y
01/01/2005	12/31/2005	Administrative Aide VI		345.73	-	Casual	Y
07/01/2004	12/31/2004	Ecet		345.73	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/09/2023
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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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
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) 06/09/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														