

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	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	Patag, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 4 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.68	18. PERMANENT ADDRESS	ZONE 4 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	75.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	80071000498		
11. PAG-IBIG ID NO.	170000287786		
12. PHILHEALTH NO.	130000619435		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	925731944	20. MOBILE NO.	955-718-7352
15. AGENCY EMPLOYEE NO.	V00610	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	Gucela			
FIRST NAME	Eutiquio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Almonite			
25. MOTHER'S MAIDEN NAME	Elpedia Gumba Poliquit			
SURNAME	Poliquit			
FIRST NAME	Elpedia			
MIDDLE NAME	Gumba		(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	Hilongos National Vocational School	Radio and TV Mechanic	1996	2000		2000	N/A
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/07/2025
-----------	--	------	------------

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
	Electronics Equipment Technician		N/A	N/A	361708170002	12/18/2017
	NC II – Computer Hardware Servicing		02/28/2014	STI-Maasin City	14080602000975	02/28/2019

(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						
04/01/2024	PRESENT	Administrative Assistant II	Visayas State University	20,534.00	8-1	Permanent	Y
04/01/2024		Administrative Assistant II	Visayas State University	19,744.00	8-1	Permanent	Y
01/01/2024	03/31/2024	Administrative Aide VI	Visayas State University	18,537.00	6-3	Permanent	Y
01/01/2023	03/31/2024	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	01/07/2025
-----------	--	------	------------

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		
	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			
	Network Essentials Training	10/14/2019	10/18/2019	40	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Technical Training on VoIP/Asterisk IP PBX	09/25/2012	09/28/2012	32	Technical	DOST-ASTI, UP Diliman Campus, Quezon City
	Trainer's Training on HRIS	09/02/2008	09/04/2008	24	Technical	PCARRD, Los Baños, Laguna
	Vclass Learning Management System	07/04/2005	07/08/2005	40	Technical	DOST-ASTI, VSU, Visca, Baybay City, Leyte
	The Macromedia Dreamweaver MX Training	12/18/2004	12/19/2004	16	Technical	CGM Mobile Training, MLC, Hilongos Leyte
	The Macromedia Flash MX Training Program	09/04/2004	09/05/2004	16	Technical	CGM Mobile Training, MLC, Hilongos 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)
	COMPUTER INSTALLATION PROGRAM AND NETWORKING		Model Skilled Award		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	Light and Sounds Installation				
	Mobile Phone Repair				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/07/2025
-----------	--	------	------------

<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> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
<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: N/A</div><div>ID/License/Passport No.: N/A</div><div>Date/Place of Issuance: N/A</div></div>	<div><div> </div><div>Signature (Sign inside the box)</div><div>01/07/2025</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>														