

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	Israel			
FIRST NAME	Eddie	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Morales			
3. DATE OF BIRTH (mm/dd/yyyy)	11/28/1967	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	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		
7. HEIGHT (m)	1.00	ZIP CODE	House/Block/Lot No. Street Hibunawan	
8. WEIGHT (kg)	1.00		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	A-		City/Municipality Province 6521	
10. GSIS ID NO.	N/A		18. PERMANENT ADDRESS	House/Block/Lot No. Street
11. PAG-IBIG ID NO.	N/A		Subdivision/Village Barangay	
12. PHILHEALTH NO.	N/A	ZIP CODE	City/Municipality Province	
13. SSS NO.	N/A	19. TELEPHONE NO.	(1	
14. TIN NO.	N/A	20. MOBILE NO.	1	
15. AGENCY EMPLOYEE NO.	V00616	21. E-MAIL ADDRESS (if any)	eddie.israel@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	Hibunawan Elementary Shool	Elementary	1973	1979		1979	N/A
SECONDARY	Baybay National High School	High School	1979	1984		1984	N/A
VOCATIONAL/ TRADE COURSE	Franciscan College of Immaculate Conception	Secretarial	1984	1987		1987	N/A
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/02/2023
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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
	Trade Skills Certificate	80.10	12/07/1997	Tacloban City	980803040009	12/07/1997

(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						
07/01/2022	12/31/2022	Administrative Aide VI	Visayas State University	16,877.00	6-1	Casual	Y
01/01/2022	06/30/2022	Administrative Aide VI	Visayas State University	16,877.00	6-1	Casual	Y
01/01/2022	06/30/2022	Administrative Aide VI	Visayas State University	16,877.00	6-1	Casual	Y
07/31/2021	12/31/2021	Administrative Aide VI	Visayas State University	16,200.00	6-1	Casual	Y
01/01/2021	06/30/2021	Administrative Aide VI	Visayas State University	15,524.00	6-1	Casual	Y
01/01/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Casual	Y
01/01/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Casual	Y
01/01/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Casual	Y
01/01/2020	12/31/2020	Administrative Aide VI	Visayas State University	15,524.00	6-1	Casual	Y
01/01/2019	12/31/2019	Administrative Aide VI	Visayas State University	674.86	-	Casual	Y
01/01/2018	12/31/2018	Administrative Aide VI	Visayas State University	651.81	-	Casual	Y
01/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	629.59	-	Casual	Y
01/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	608.09	-	Casual	Y
01/01/2014	12/31/2015	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	Visayas State University	460.59	-	Casual	Y
07/01/2008	12/31/2009	Administrative Aide VI	Visayas State University	418.36	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide VI	Visayas State University	380.32	-	Casual	Y
01/01/2005	06/30/2007	Administrative Aide VI	Leyte State University	345.73	-	Casual	Y
07/01/2004	12/31/2004	Data Entry Machine Operator I	Leyte State University	345.73	-	Casual	Y
03/01/2004	06/30/2004	Administrative Aide III	Leyte State University	274.50	-	Casual	Y
01/01/2002	02/29/2004	Clerk I	Leyte State University	274.50	-	Casual	Y
07/01/2001	12/31/2001	Clerk I	Visayas College of Agriculture	274.50	-	Casual	Y
01/01/2000	06/30/2001	Clerk I	Visayas College of Agriculture	261.41	-	Casual	Y
01/01/1997	12/31/1999	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/02/2023
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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						
	01/01/1996	12/31/1996	Clerk I	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1995	12/31/1995	Clerk I	Visayas College of Agriculture	179.82	-	Casual	Y
	01/01/1994	12/31/1994	Clerk I	Visayas College of Agriculture	134.36	-	Casual	Y
	07/01/1989	12/31/1993	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	12/14/1987	06/30/1989	Clerk Aide	Visayas College of Agriculture	32.85	-	Casual	Y
	11/01/1987	12/13/1987	Clerk Aide	Visayas College of Agriculture	22.90	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		03/02/2023		

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)

SIGNATURE		DATE	03/02/2023
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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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 03/02/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														