

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	Gayanilo		
FIRST NAME	Ma. Fe	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Limsiaco		
3. DATE OF BIRTH (mm/dd/yyyy)	12/18/1974	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Hinigaran, Negros Occidental	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	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	
8. WEIGHT (kg)	1.00		
9. BLOOD TYPE	A-		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
12. PHILHEALTH NO.	N/A	ZIP CODE	
13. SSS NO.	N/A	19. TELEPHONE NO.	1
14. TIN NO.	N/A	20. MOBILE NO.	1
15. AGENCY EMPLOYEE NO.	V00626	21. E-MAIL ADDRESS (if any)	ma.fe.gayanilo@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Gayanilo		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Joey	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Gello-ano			
OCCUPATION	Inventory Controller			
EMPLOYER/BUSINESS NAME	SACO			
BUSINESS ADDRESS	Saudi Company for Hardware, Thakasussi St. Riyadh,			
TELEPHONE NO.				
24. FATHER'S SURNAME	Limsiaco			
FIRST NAME	Renato	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Garanchon			
25. MOTHER'S MAIDEN NAME	Labioso, Erlinda Mijares			
SURNAME	Limsiaco			
FIRST NAME	Erlinda			
MIDDLE NAME	Labioso		(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	Talaban Elem. School	Elementary	0	1987		1987	N/A
SECONDARY	Stella Maris Academy	High School	0	1991		1991	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Binalbagan Catholic College	Bachelor of Science in Management	0	1996		1996	N/A
GRADUATE STUDIES	Graduate Studies	Master of Business Administration	0				N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/24/2024
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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		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
01/01/2022		Administrative Aide VI	Visayas State University	16,877.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,735.00	4-4	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,511.00	4-2	Permanent	Y
03/16/2020		Administrative Aide IV	Visayas State University	13,914.00	4-2	Permanent	Y
01/01/2020	03/15/2020	Administrative Aide IV	Visayas State University	13,914.00	4-2	Permanent	Y
01/01/2019		Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide IV	Visayas State University	12,674.00	4-1	Permanent	Y
03/16/2017	12/31/2017	Administrative Aide IV		12,155.00	4-1	Permanent	Y
01/01/2017	03/15/2017	Administrative Aide III		11,589.00	3-3	Permanent	Y
01/01/2017		Administrative Aide III		11,387.00	3-1	Permanent	Y
03/01/2016	12/31/2016	Administrative Aide III		10,883.00	3-1	Permanent	Y
01/01/2014	02/29/2016	Administrative Aide IV		508.23	-	Casual	Y
07/01/2013	12/31/2013	Administrative Aide IV		470.82	-	Casual	Y
04/01/2012	06/30/2013	Administrative Aide IV		433.45	-	Casual	Y
01/01/2011	03/31/2012	Administrative Aide II		372.23	-	Casual	Y
01/01/2010	12/31/2010	Administrative Aide II		338.45	-	Casual	Y
07/01/2008	12/31/2009	Administrative Aide III		304.68	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide II		277.00	-	Casual	Y
03/01/2004	06/30/2007	Administrative Aide II		251.82	-	Casual	Y
01/01/2003	02/29/2004	Messenger		251.82	-	Casual	Y
01/01/2002	12/31/2002	Messenger		251.82	-	Casual	Y
07/01/2001	12/31/2001	Messenger		251.82	-	Casual	Y
01/01/2000	06/30/2001	Messenger		239.82	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/24/2024
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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												
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) 01/24/2024 Date Accomplished	Right Thumbmark												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														