

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	Apt. 43 Kilbourne House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	1.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Lopez Jaena House/Block/Lot No. Street Talaban Subdivision/Village Barangay HIMAMAYLAN NEGROS OCCIDENTAL City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	NULL
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	921-172-3086
14. TIN NO.	910237140	21. E-MAIL ADDRESS (if any)	ma.fe.gayanilo@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00626		

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	05/16/2025
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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
	CSC Professional	80.78	08/07/2022	SJC, Maasin City	N/A	08/07/2022
	CSC Sub-Professional	80.01	05/15/2015	Tacloban City	N/A	05/15/2015

(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						
01/01/2025		Administrative Aide VI	Visayas State University	19,098.00	6-2	Permanent	Y
01/01/2025		Administrative Aide VI	Visayas State University	19,098.00	6-2	Permanent	Y
08/02/2024		Administrative Aide VI	Visayas State University	18,396.00	6-2	Permanent	Y
01/01/2024		Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
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		Administrative Aide III		11,387.00	3-1	Permanent	Y
01/01/2017	03/15/2017	Administrative Aide III		11,589.00	3-3	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

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/16/2025
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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			
	Regional Seminar-Workshop on Basic Records and Archives Management	02/20/2024	02/22/2025	24	Technical	National Archives of the Philippines
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	HRMO Visayas State University
	Orientation on Guidelines for Foreign Travel of State Universities and Colleges (SUCs) Personnel-Visayas Leg on 21 September 2023 in Bacolod City, Philippines	09/21/2023	09/21/2023	8	Technical	CHED-IAS
	Training-Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Technical	Office of the Vice President for Planning, Resource Generation and Auxiliary Services, Visayas State University
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/29/2023	08/29/2023	8	Technical	HRMO Visayas State University
	2023 Visayas-wide Continuing Professional Education for HR Practitioners	03/06/2023	03/08/2023	16	Supervisory	Civil Service Commission Region VI
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and adDRCs, and cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	8	Technical	HRMO Visayas State University
	2022 Regional Congress of Human Resource Management Practitioner in Eastern Visayas	08/24/2022	08/26/2022	24	Supervisory	CSC ROVIII
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	HRMO Visayas State University
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	09/13/2021	09/13/2021	8	Technical	HRMO Visayas State University
	Training on Identification of Proper and Complete items Technical Specification and Parameters and Orientation of the Purchase Request Module of the Sppmis	08/28/2020	08/28/2020	8	Technical	VSU
	2020 Regional Congress of HRMP's	02/26/2020	02/27/2020	16	Supervisory	CSC ROVIII
	2019 Public Sector HR symposium "Moving Together Towards Ambisyon Natin 2040"	07/24/2019	07/26/2019	16	Supervisory	CSC-Region 8-CSI
	Career Planning and Development	09/04/2018	09/07/2018	32	Technical	POAP
	Records Management Training	07/06/2017	07/07/2017	16	Technical	VSU-HRMO
	Eastern Visayas Regional Congress of Human Resource Management Practitioners	04/04/2017	04/05/2017	16	Supervisory	CSC Region VIII

(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	05/16/2025
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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 PWD ☐YES☒NO If YES, please specify ID No _____													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Lourdes B. Cano</td><td>Brgy. San Isidro, Baybay City, Leryte</td><td>09176341502</td></tr><tr><td>Lourdes C. Managbanag</td><td>Brgy. Ga-as, Baybay City, Leyte</td><td></td></tr><tr><td>Asteria A. Sevilla</td><td>Brgy. Tinag-an, Albuera, Ileyte</td><td>09665320029</td></tr></table>				NAME	ADDRESS	TEL. NO.	Lourdes B. Cano	Brgy. San Isidro, Baybay City, Leryte	09176341502	Lourdes C. Managbanag	Brgy. Ga-as, Baybay City, Leyte		Asteria A. Sevilla	Brgy. Tinag-an, Albuera, Ileyte	09665320029
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Asteria A. Sevilla	Brgy. Tinag-an, Albuera, Ileyte	09665320029													
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: TIN ID/License/Passport No.: 910237140 Date/Place of Issuance: 01/30/1998 / Bacolod city, Negros Island		Signature (Sign inside the box) 05/16/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath															