

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	Matiom				
FIRST NAME	Felipe			NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Morera				
3. DATE OF BIRTH (mm/dd/yyyy)	12/02/1964	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:		
4. PLACE OF BIRTH	Marcos Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS			
7. HEIGHT (m)	1.00	ZIP CODE	House/Block/Lot No. Street		
8. WEIGHT (kg)	1.00		Subdivision/Village Barangay		
9. BLOOD TYPE	A-		City/Municipality Province		
10. GSIS ID NO.	N/A				
11. PAG-IBIG ID NO.	N/A				
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS			
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street		
14. TIN NO.	N/A		Subdivision/Village Barangay		
15. AGENCY EMPLOYEE NO.	V00631		City/Municipality Province		
19. TELEPHONE NO.		20. MOBILE NO.	1		
21. E-MAIL ADDRESS (if any)	felipe.matiom@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
ELEMENTARY	San Agustin Elementary School	Elementary	From 1971	To 1976		1976	
SECONDARY	Caridad National High School	High School	0				
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/03/2022
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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						
12/31/2021		Construction & Maintenance Foreman	Visayas State University	19,170.00	8-2	Permanent	Y
08/01/2021		Construction & Maintenance Foreman	Visayas State University	18,417.00	8-2	Permanent	Y
01/01/2021		Construction & Maintenance Foreman	Visayas State University	18,251.00	8-1	Permanent	Y
01/01/2021		Construction & Maintenance Foreman	Visayas State University	18,251.00	8-1	Permanent	Y
01/01/2020		Construction & Maintenance Foreman	Visayas State University	17,505.00	8-1	Permanent	Y
01/01/2019		Construction & Maintenance Foreman	Visayas State University	16,758.00	8-1	Permanent	Y
08/01/2018	12/31/2018	Construction & Maintenance Foreman	Visayas State University	16,282.00	8-1	Permanent	Y
04/16/2018	07/31/2018	Administrative Aide V	Visayas State University	13,481.00	5-1	Temporary	Y
01/01/2018	04/15/2018	Administrative Aide V	Visayas State University	13,481.00	5-1	Temporary	Y
04/16/2017	12/31/2017	Administrative Aide V	Visayas State University	12,975.00	5-1	Temporary	Y
01/01/2017	04/15/2017	Administrative Aide III	Visayas State University	517.59	-	Casual	Y
01/01/2016	12/31/2016	Administrative Aide III	Visayas State University	494.68	-	Casual	Y
01/01/2014	12/31/2015	Administrative Aide III	Visayas State University	472.77	-	Casual	Y
07/01/2013	12/31/2013	Administrative Aide III	Visayas State University	437.64	-	Casual	Y
01/01/2011	06/30/2013	Administrative Aide III	Visayas State University	402.45	-	Casual	Y
01/01/2010	12/31/2010	Administrative Aide III	Visayas State University	367.27	-	Casual	Y
01/01/2009	12/31/2009	Administrative Aide III	Visayas State University	332.14	-	Casual	Y
07/01/2008	10/31/2008	Administrative Aide III	Visayas State University	332.14	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide III	Visayas State University	301.95	-	Casual	Y
01/01/2005	06/30/2007	Administrative Aide III	Leyte State University	274.50	-	Casual	Y
03/16/2004	12/31/2004	Mason I	Visayas College of Agriculture	274.50	-	Casual	Y
10/01/1992	12/31/1992	Carpenter	Visayas College of Agriculture	98.00	-	Casual	Y
01/02/1992	07/31/1992	Laborer I	Visayas College of Agriculture	90.90	-	Casual	Y
12/14/1987	05/31/1988	Laborer	Visayas College of Agriculture	22.90	-	Casual	Y
03/01/1987	06/30/1987	Laborer	Visayas College of Agriculture	22.90	-	Casual	Y
07/01/1986	02/28/1987	Laborer	Visayas College of Agriculture	19.90	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/03/2022
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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

[illegible]

**(Continue on separate sheet if necessary)**

## VIII. OTHER INFORMATION

[illegible]

**(Continue on separate sheet if necessary)**

<b>SIGNATURE</b>		<b>DATE</b>	06/03/2022
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<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,</div> <div>a. within the third degree?</div> <div>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>		<div><div><input type="checkbox"/>YES<input type="checkbox"/>NO</div><div><input type="checkbox"/>YES<input type="checkbox"/>NO</div></div> <div>If YES, give details:</div> <div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?</div> <div>b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, give details:</div><div>Date Filed: <div></div></div><div>Status of Case/s: <div></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 type="checkbox"/>NO</div><div>If YES, give details:</div><div></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 type="checkbox"/>NO</div><div>If YES, give details:</div><div></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)?</div> <div>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><input type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, give details:</div><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 type="checkbox"/>NO</div><div>If YES, give details (country):</div><div></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:</div> <div>a. Are you a member of any indigenous group?</div> <div>b. Are you a person with disability?</div> <div>c. Are you a solo parent?</div>		<div><div><input type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, please specify:</div><div></div></div> <div><div><input type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, please specify ID No</div><div></div></div> <div><div><input type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, please specify ID No</div><div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <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.												
<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)</div><div>With full and handwritten name tag and signature over printed name</div><div>Computer generated or photocopied picture is not acceptable</div></div><div>PHOTO</div><div></div><div>Right Thumbmark</div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</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>Signature (Sign inside the box)</div><div>06/03/2022</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>Person Administering Oath</div>														