

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	Señara		
FIRST NAME	Cielo	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Flandez		
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1966	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Mambajao, Camiguin	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	871 A. Mabini St. House/Block/Lot No. Street Poblacion Zone 2 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.66	18. PERMANENT ADDRESS	871 A. Mabini St. House/Block/Lot No. Street Poblacion Zone 2 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	72.50		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	66042501949		
11. PAG-IBIG ID NO.	170000261720		
12. PHILHEALTH NO.	130000143546		
13. SSS NO.	N/A	19. TELEPHONE NO.	(1
14. TIN NO.	116626906	20. MOBILE NO.	926-876-1413
15. AGENCY EMPLOYEE NO.	V00647	21. E-MAIL ADDRESS (if any)	cielosenara@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Señara		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Geraldine	NAME EXTENSION (JR., SR)	Sweet Urahia May G. Señara	01/27/1991
MIDDLE NAME	Godoy		Therese Althea G. Señara	04/10/1996
OCCUPATION	None		Ken Franchiz G. Señara	06/05/2008
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	Señara			
FIRST NAME	Antonio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Aboc			
25. MOTHER'S MAIDEN NAME	Pieza			
SURNAME	Señara			
FIRST NAME	Teresita			
MIDDLE NAME	Flandez		(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	Baybay North Central School	Elementary	1972	1978		1978	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1978	1982		1982	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Science in Commerce	1982	1986		1986	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/13/2023
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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
	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						
07/01/2023	12/31/2023	Administrative Aide III (Casual)	Visayas State University	14,678.00	3-1	Casual	Y
01/01/2023	06/30/2023	Administrative Aide III	Visayas State University	14,678.00	3-1	Casual	Y
07/01/2022	12/31/2022	Administrative Aide III	Visayas State University	642.05	-	Casual	Y
01/03/2022	06/30/2022	Administrative Aide III	Visayas State University	14,125.00	3-1	Casual	Y
07/01/2021	12/31/2021	Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
01/01/2021		Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
01/01/2020	12/31/2020	Administrative Aide III	Visayas State University	13,019.00	3-1	Casual	Y
01/01/2019	12/31/2019	Administrative Aide III	Visayas State University	566.64	-	Casual	Y
01/01/2018	12/31/2018	Administrative Aide III	Visayas State University	541.54	-	Casual	Y
01/01/2017	12/31/2017	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
07/01/2008	12/31/2009	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
01/01/2002	12/31/2004	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
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
01/01/1990	12/31/1993	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/13/2023
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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			
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/31/2022	6	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Document Tracking System	11/13/2020	11/13/2020	3	Technical	Human Resource Information System, Visayas State University
	National Abaca Summit	11/04/2015	11/05/2015	12	Technical	Abaca Coalition

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Table Tennis	Loyalty/Service	Sigma Alpha Epsilon Philippines-International
Computer Literate		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/13/2023
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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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Romel B. Armecin</td><td>VSU, Baybay City, Leyte</td><td>09190973688</td></tr><tr><td>Luz O. Moreno</td><td>VSU, Baybay City, Leyte</td><td>09164239381</td></tr><tr><td>Feliciano G. Sinon</td><td>VSU, Baybay City, Leyte</td><td>09173325382</td></tr></table>			NAME	ADDRESS	TEL. NO.	Romel B. Armecin	VSU, Baybay City, Leyte	09190973688	Luz O. Moreno	VSU, Baybay City, Leyte	09164239381	Feliciano G. Sinon	VSU, Baybay City, Leyte	09173325382
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Feliciano G. Sinon	VSU, Baybay City, Leyte	09173325382												
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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: PHILHEALTH ID/License/Passport No.: 130000143546 Date/Place of Issuance: 11/30/-0001 / Ormoc City	Signature (Sign inside the box) 12/13/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														