

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	Camacho		
FIRST NAME	Sheira May	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Terol		
3. DATE OF BIRTH (mm/dd/yyyy)	05/30/1985	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	Allen, Northern Samar	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" 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	Apartment 90, Kilbourne St. House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6521
8. WEIGHT (kg)	52.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	956-887-2309
15. AGENCY EMPLOYEE NO.	V00725	21. E-MAIL ADDRESS (if any)	smcamacho@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Camacho		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ralph	NAME EXTENSION (JR., SR)	Xyrein Terol Camacho	10/19/2013
MIDDLE NAME	Cagabhion		Xian Terol Camacho	11/06/2014
OCCUPATION	Seaman		Xia Terol Camacho	03/08/2019
EMPLOYER/BUSINESS NAME	Marlow Navigation			
BUSINESS ADDRESS	Manila			
TELEPHONE NO.				
24. FATHER'S SURNAME	Terol			
FIRST NAME	Arcelito	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Martinez			
25. MOTHER'S MAIDEN NAME	Amelia Gelomio Galecio			
SURNAME	Galecio			
FIRST NAME	Amelia			
MIDDLE NAME	Gelomio		(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	Mahaplag Elementary School	Elementary	1990	1996		1996	N/A
SECONDARY	St. Francis Educational Institute	High School	1996	2001		2001	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Aquinas University of Legaspi	Bachelor of Science in Secondary Education	2001	2005		2005	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/07/2023
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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
	Licensed Librarian		N/A	MLQU Manila	0004638	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	PRESENT	College Librarian II	Visayas State University	36,619.00	15-1	Permanent	Y
01/03/2022		College Librarian II	Visayas State University	33,575.00	15-1	Permanent	Y
01/01/2022		College Librarian I	Visayas State University	30,747.00	13-4	Permanent	Y
01/01/2022		College Librarian I	Visayas State University	30,747.00	13-4	Permanent	Y
01/01/2021		College Librarian I	Visayas State University	29,225.00	13-4	Permanent	Y
01/17/2020		College Librarian I	Visayas State University	27,703.00	13-4	Permanent	Y
01/01/2020	01/16/2020	College Librarian I	Visayas State University	27,383.00	13-3	Permanent	Y
01/01/2019		College Librarian I	Visayas State University	25,861.00	13-3	Permanent	Y
01/01/2018	12/31/2018	College Librarian I	Visayas State University	24,799.00	13-3	Permanent	Y
01/17/2017	12/31/2017	College Librarian I	Visayas State University	23,517.00	13-2	Permanent	Y
01/01/2017	01/16/2017	College Librarian I	Visayas State University	23,517.00	13-2	Permanent	Y
01/01/2016	12/31/2016	College Librarian I	Visayas State University	22,564.00	13-2	Permanent	Y
01/17/2014	12/31/2015	College Librarian I	Visayas State University	21,650.00	-	Permanent	Y
06/01/2012	01/16/2014	College Librarian I	Visayas State University	21,436.00	-	Permanent	Y
06/01/2011	05/31/2012	College Librarian I	Visayas State University	19,658.00	-	Permanent	Y
01/17/2011	05/31/2011	College Librarian I	Visayas State University	17,880.00	-	Permanent	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/07/2023
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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			
	Best Practices in Writing and Publishing Your Research Paper	04/16/2021	04/16/2021	2	Research	DEPARTMENT OF SCIENCE AND TECHNOLOGY
	SCIENCEDIRECT ARTICLES AND JOURNALS: CHOOSING THE RIGHT ONE FOR YOUR RESEARCH	01/29/2021	01/29/2021	2	Research	DEPARTMENT OF SCIENCE AND TECHNOLOGY
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	DRAFTING LIBRARY POLICY GUIDELINES UNDER THE NEW NORMAL	06/29/2020	06/29/2020	2	Managerial	PLAI-CENTRAL LUZON REGION LIBRARIANS COUNCIL
	RESPONDING TO NEW NORMAL ENVIRONMENT OR PANDEMIC: KEEPING YOUR STAFF, PATRONS, & FACILITIES SAFE	06/26/2020	06/26/2020	4	Instruction	PLAI-NEGROS ISLAND REGION LIBRARIANS COUNCIL
	LEADING LIBRARIES IN TIMES OF CRISIS: TRANSFORMING CHALLENGES TO OPPORTUNITIES	06/24/2020	06/24/2020	4	Managerial	PHILIPPINE ASSOCIATION OF ACADEMIC RESEARCH LIBRARIANS, INC.
	WEBINAR ON LIBRARY RESILIENCY	06/11/2020	06/11/2020	4	Instruction	National Library of the Philippines
	A DIGITAL APPROACH TO RESEARCH AND INNOVATION	05/29/2020	05/29/2020	1	Research	CE LOGIC, INC
	THE NEW NORMAL REALITY: UNRAVELING THE NEW DIMENSIONS IN RESEARCH, EDUCATION, INSTRUCTION AND OPERATIONS	05/14/2020	05/14/2020	6	Research	CE LOGIC NATIONAL CONFERENCE
	Seminar on Data Privacy	05/14/2020	05/14/2020	1	Instruction	Department of Information and Communications Technology
	SAKURA SCIENCE EXCHANGE PROGRAM	10/28/2018	11/05/2018	72	Technical	CENTER FOR SOUTHEAST ASIAN STUDIES, KYOTO UNIVERSITY, JAPAN SCIENCE AND TECHNOLOGY AGENCY

(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		Philippine Librarians Association, Inc.

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/07/2023
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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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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 checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</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 checked="" type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, give details: Resigned to apply at VSU</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)? 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 checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</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 checked="" type="checkbox"/>NO</div><div>If YES, give details (country): _____</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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?</div>		<div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></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)  With full and handwritten name tag and signature over printed name  Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></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></div><div>Signature (Sign inside the box)</div><div>03/07/2023</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><div>Person Administering Oath</div></div>														