

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	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Allen, Northern Samar	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	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.	2004059743	ZIP CODE	
11. PAG-IBIG ID NO.	152000318337		
12. PHILHEALTH NO.	100500646882		
13. SSS NO.	0504791734	19. TELEPHONE NO.	N/A
14. TIN NO.	937255539	20. MOBILE NO.	981-633-5408
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	12/06/2024
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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
	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						
01/01/2024	PRESENT	College Librarian II	Visayas State University	38,413.00	15-1	Permanent	Y
01/01/2023		College Librarian II	Visayas State University	36,619.00	15-1	Permanent	Y
01/01/2023		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
11/07/2005	02/09/2009	Librarian	Aquinas University of Legazpi (University of Santo Tomas - Legazpi)	12,000.00	-	Permanent	N

(Continue on separate sheet if necessary)

SIGNATURE			DATE		12/06/2024		
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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			
	Sustainability in Libraries: Green Practices for Information Institutions	09/12/2024	09/12/2024	8	Instruction	DEPARTMENT OF SCIENCE AND TECHNOLOGY SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII) in partnership with ASSOCIATION OF SPECIAL LIBRARIES OF THE PHILIPPINES (ASLP)
	Libraries in the Cloud: Exploring Cloud-Based Services and Technologies	06/20/2024	12/20/2024	4	Technical	DEPARTMENT OF SCIENCE AND TECHNOLOGY SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII) in partnership with ASSOCIATION OF SPECIAL LIBRARIES OF THE PHILIPPINES (ASLP)
	Design Thinking Workshop with Limitless Lab	12/13/2023	12/14/2023	16	Technical	Office of the Director for Quality Assurance, Visayas State University
	Generative AI and Libraries	11/14/2023	11/17/2023	32	Instruction	DEPARTMENT OF SCIENCE AND TECHNOLOGY-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)
	Designing Out-of-the-Box Programs for Libraries	11/14/2023	11/14/2023	4	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
	PERSONALITY DEVELOPMENT AND DEVELOPING CUSTOMER SATISFACTION	06/13/2023	06/16/2023	32	Supervisory	Personnel Officers Association of the Philippines
	All Rights Reserved! Compliance of Library Services to the Copyright Law	04/29/2023	04/29/2023	3	Technical	UP LIBRARY SCIENCE ALUMNI ASSOCIATION, INC.
	Numbers, Logic and an Objective Stance Matters! Training Workshop on Quantitative Research Methods	02/04/2023	02/08/2023	26	Research	UP LIBRARY SCIENCE ALUMNI ASSOCIATION, INC.
	E-Archiving: Transform The Way You Preserve Data	10/20/2022	10/20/2022	8	Technical	Association of Special Libraries of the Philippines
	EASTERN VISAYAS REGION LIBRARIANS SUMMIT	08/31/2022	09/02/2022	24	Research	PLAI Eastern Visayas Region Librarians Council
	Total Quality Systems in People Management	07/20/2022	07/22/2022	24	Managerial	Personnel Officers Association of the Philippines, Inc. (POAP)
	4th DLSP Librarians' Conference	06/21/2022	06/22/2022	16	Supervisory	DE LA SALLE PHILIPPINES LIBRARY COMMISSION
	Transition to Transformation: Mapping the Changing Research, Information and Education Landscape	05/26/2022	05/27/2022	16	Research	CE LOGIC NATIONAL CONFERENCE
	Collection Management: Building a Community of Practice in Enhancing Library Resources in the New Normal	05/06/2022	05/06/2022	8	Technical	Philippine Librarians Association Inc. - Cagayan Valley Region Librarians Council
	Establishing an Effective Knowledge Management System	04/29/2022	04/29/2022	8	Managerial	DEPARTMENT OF SCIENCE AND TECHNOLOGY SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII) in partnership with ASSOCIATION OF SPECIAL LIBRARIES OF THE PHILIPPINES (ASLP)
	Hybrid Learning Spaces: Envisioning the Post-Pandemic 21st Century Library	04/06/2022	04/06/2022	8	Instruction	C&E Adaptive Learning Solutions
	Webinar-Workshop on Psychological First Aid and Basic Attending and Facilitating Skills for Librarians	02/02/2022	02/02/2022	8	Technical	National Library of the Philippines

PLEASE SEE ATTACHMENT A

(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	12/06/2024
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Attachment A.1

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			
	2021 PLAI Congress and General Assembly: "Outcomes. Outreach. Outstanding"	11/23/2021	11/26/2021	32	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	Libraries Building ROADS: Readers, Opportunities, Advocacies, Development, Sustainability	11/08/2021	11/10/2021	24	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	Libraries: Preserving and Promoting Knowledge	11/05/2021	11/05/2021	8	Managerial	UNIVERSITY OF SAN CARLOS LIBRARY
	10th Asia Pacific Library and Information Education and Practice Conference	10/21/2021	10/22/2021	16	Managerial	ASIA PACIFIC LIBRARY AND INFORMATION
	Libraries Bridging the Digital Divide: A New Normal Library Experience	09/23/2021	09/24/2021	16	Instruction	Department of Information and Communications Technology
	Libraries Building ROADS: Readers, Opportunities, Advocacies, Development, Sustainability	09/23/2021	09/24/2021	16	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	Library and Archive Disasters: Mitigation, Recovery, and Mold	07/15/2021	07/15/2021	8	Technical	Society of Filipino Archivist (SFA), Philippine Librarians Association Inc., National Capital Region Librarians Council (PLAI_NCRLC), UP School of Library and Information Studies (UP SLIS)
	Library and Archives Disasters: Mitigation, Recovery, and Mold	07/12/2021	07/12/2021	8	Instruction	SOCIETY OF FILIPINO ARCHIVIST, UP SCHOOL OF LIBRARY AND INFORMATION STUDIES
	Quality Assurance for Southeast Asian Libraries	07/12/2021	07/13/2021	16	Supervisory	LIBRARIES OF ASEAN UNIVERSITY NETWORK
	IFLA LIBRARY REFERENCE MODEL (LRM): TOWARDS THE NEW RDA	05/05/2021	05/05/2021	2	Technical	UNIVERSITY OF THE PHILIPPINES SCHOOL OF INFORMATION STUDIES
	Best Practices in Writing and Publishing Your Research Paper	04/16/2021	04/16/2021	2	Research	DEPARTMENT OF SCIENCE AND TECHNOLOGY
	Consultative meeting on the Proposed Career Progression and specialization Program for the Library and Information Science Profession	04/13/2021	04/13/2021	4	Managerial	Professional Regulation Commission (PRC)
	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 "
	LIBRARIES AS CATALYST IN THE NEW NORMAL ENVIRONMENT: CHANGES. REFORMS. TRANSFORMATION.	11/24/2020	11/27/2020	24	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	LIBRARIANS TAKE OFF IN THE NEW NORMAL	07/29/2020	07/30/2020	16	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	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
	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
	Japan-Asia Yout Exchange Program in Science (SAKURA Exchange Program of Science)	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)						
SIGNATURE					DATE	12/06/2024

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: Resigned to apply at VSU												
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>Andreli D. Pardales</td><td>Brgy. Guadalupe, Baybay City, Leyte</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.	Andreli D. Pardales	Brgy. Guadalupe, Baybay City, Leyte							
NAME	ADDRESS	TEL. NO.												
Andreli D. Pardales	Brgy. Guadalupe, Baybay City, Leyte													
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: PRC ID/License/Passport No.: 0004638 Date/Place of Issuance: 11/30/-0001 / PRC Ormoc	Signature (Sign inside the box) 12/06/2024 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														