

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	Leorna		
FIRST NAME	Nilo	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Lasquite		
3. DATE OF BIRTH (mm/dd/yyyy)	09/04/1976	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	Mahayahay, Saint Bernard, Southern 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	Apartment 24 Kilbourne Street House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.62	ZIP CODE	6521
8. WEIGHT (kg)	70.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Mahayahay Subdivision/Village Barangay SAINT BERNARD SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	2004192119	ZIP CODE	NULL
11. PAG-IBIG ID NO.	121125330941		
12. PHILHEALTH NO.	130500713527	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	999-691-5424
14. TIN NO.	925728760000	21. E-MAIL ADDRESS (if any)	nilo.leorna@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00737		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Leorna		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Marisel	NAME EXTENSION (JR., SR)	Floralona Nizsel Grace A. Leorna	12/13/2011
MIDDLE NAME	Andrino		Malou Ruhamah Grace A. Leorna	02/25/2013
OCCUPATION	Food Technologist			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	Leorna			
FIRST NAME	Julian	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Pamaos			
25. MOTHER'S MAIDEN NAME	Lasquite			
SURNAME	Leorna			
FIRST NAME	Luna			
MIDDLE NAME	Lasquite		(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	Mahayahay Elementary School	Elementary	1983	1989		1989	N/A
SECONDARY	Cristo Rey Regional High School	High School	1989	1993		1993	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Engineering	1993	2000		2000	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Agricultural Engineering	2017	2021		2021	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/25/2025
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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
	Agricultural Engineer	74.70	09/19/2000	Manila	0004787	09/04/2026

(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	PRESENT	Engineer II	Visayas State University	44,885.00	16-4	Permanent	Y
01/01/2025		Engineer II	Visayas State University	44,885.00	16-4	Permanent	Y
01/01/2024		Engineer II	Visayas State University	42,941.00	16-4	Permanent	Y
06/14/2023		Engineer II	Visayas State University	40,935.00	16-4	Permanent	Y
01/01/2023		Engineer II	Visayas State University	40,509.00	16-3	Permanent	Y
01/01/2022		Engineer II	Visayas State University	38,987.00	16-3	Permanent	Y
01/01/2021		Engineer II	Visayas State University	37,465.00	16-3	Permanent	Y
01/01/2021		Engineer II	Visayas State University	37,465.00	16-3	Permanent	Y
01/05/2020		Engineer II	Visayas State University	35,943.00	16-3	Permanent	Y
01/01/2020	01/04/2020	Engineer II	Visayas State University	35,522.00	16-2	Permanent	Y
01/01/2019		Engineer II	Visayas State University	34,000.00	16-2	Permanent	Y
01/01/2018	12/31/2018	Engineer II	Visayas State University	32,147.00	16-2	Permanent	Y
01/01/2017	12/31/2017	Engineer II	Visayas State University	30,396.00	16-2	Permanent	Y
01/01/2016	12/31/2016	Engineer II	Visayas State University	28,740.00	16-2	Permanent	Y
10/01/2015	12/31/2015	Engineer II	Visayas State University	27,174.00	-	Permanent	Y
10/01/2012	09/30/2015	Engineer II	Visayas State University	26,878.00	-	Permanent	Y
06/01/2012	09/30/2012	Engineer II	Visayas State University	26,878.00	-	Temporary	Y
01/16/2012	05/31/2012	Engineer II	Visayas State University	24,423.00	-	Temporary	Y
11/06/2000	02/28/2001	Design Engineer	GUARTECH Agi-Industrial Enterprises	7,000.00	-	Not specified	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/25/2025
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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			
	Basic to Advance Training on Solar Power Installation	11/25/2023	11/26/2023	16	Technical	ECOE R8
	In-Depth Seminar on Solar Energy	09/30/2023	10/01/2023	16	Technical	Lithium Power Philippines, Helios Optimum and ECOE-R8
	Training on Managing Emerging Health Issues in the Workplace	08/02/2016	08/03/2016	16	Supervisory	DOLE-OSHC
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation for the Faculty and Staff of the College of Engineering	06/15/2016	06/15/2016	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Basic Occupational Safety and Health Training	04/18/2016	04/22/2016	40	Technical	DOLE-OSHC
	Seminar - Workshop on Research, Development and Extension Proposal Preparation	02/12/2015	02/13/2015	16	Research	College of Engineering, Visayas State University
	Workshop on Outcome-Based Education	10/31/2013	10/31/2013	8	Instruction	College of Engineering, Visayas State University
	Seminar - Workshop on Research Proposal Preparation and OPCR/PCR Formulation and Implementation	01/14/2013	01/18/2013	40	Research	College of Engineering, Visayas State University
	Seminar on Energy Efficiency and Conservation and Renewable Energy	12/07/2012	12/07/2012	8	Technical	Department of Energy-Regional Field Unit, Visayas State University, VSU-Affiliated Renewable Energy Center
	Seminar on Renewable Energy Sources for Rural Development	03/26/2012	03/26/2012	4	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Solar PV Engineers Training	10/20/2008	10/25/2008	40	Technical	Department of Energy, Japan International Cooperation Agency
	Seminar on Fire Consciousness and Preparedness	02/27/2008	02/27/2008	8	Technical	Visayas State University
	Training on the Use of Electronic Spreadsheet as a Tool for Class Record Management	06/23/2007	06/30/2007	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar on Biofuels and Renewables - A Strategic Approach Towards Sustainable Development in the Philippines	03/17/2006	03/17/2006	4	Research	Leyte State University
	21st National Congress of College Students	12/05/1995	12/09/1995	40	Supervisory	Commission on Higher Education, Young Men's Christian Association of Manila

(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)
	National TVET Trainer Level 1 in Electrical Installation and Maintenance NC II		Appreciation as Support and Contributor		Philippine Extension and Advisory Services Network
	Electrical Installation and Maintenance NC II		Appreciation as Resource Person		Philippine Society of Agricultural and Biosystems Engineer
	Solar PV Design and Installation		Loyalty Award		
	Experimental Design and Statistical Analysis		Appreciation as Judge		
	Computer Aided Drawing (CAD) - Sketchup		Appreciation		
			Appreciation as Resource Speaker		

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/25/2025
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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: Finished contract</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>Eldon P. de Padua</td><td>VSU Campus, Baybay City, Leyte</td><td>09610706200</td></tr><tr><td>Roberto C. Guarte</td><td>Sta. Cruz, Baybay City, Leyte</td><td>09991723334</td></tr><tr><td>Daniel Leslie S. Tan</td><td>VSU Campus, Baybay City, Leyte</td><td>09328685396</td></tr></table>			NAME	ADDRESS	TEL. NO.	Eldon P. de Padua	VSU Campus, Baybay City, Leyte	09610706200	Roberto C. Guarte	Sta. Cruz, Baybay City, Leyte	09991723334	Daniel Leslie S. Tan	VSU Campus, Baybay City, Leyte	09328685396
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Daniel Leslie S. Tan	VSU Campus, Baybay City, Leyte	09328685396												
<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: PASSPORT</div><div>ID/License/Passport No.: P7043338C</div><div>Date/Place of Issuance: 05/03/2024 / DFA Tacloban</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>06/25/2025</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>														