

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	Baro		
FIRST NAME	Geraldine	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Tumulak		
3. DATE OF BIRTH (mm/dd/yyyy)	02/05/1976	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	San Carlos City, Negros Occidental	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	Rm 112 New Warner's Apartment N/A House/Block/Lot No. Street VSU Lower Campus Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.50	ZIP CODE	6521
8. WEIGHT (kg)	46.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Lot 927-A-3 Pagutlan House/Block/Lot No. Street Rockwell Subdivision Tayud Subdivision/Village Barangay CONSOLACION CEBU City/Municipality Province
10. GSIS ID NO.	2004517442	ZIP CODE	6001
11. PAG-IBIG ID NO.	914239914101		
12. PHILHEALTH NO.	120500481388	19. TELEPHONE NO.	(053) 560-2113
13. SSS NO.	616506260	20. MOBILE NO.	932-415-9573
14. TIN NO.	231980197000	21. E-MAIL ADDRESS (if any)	geraldine.baro@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00837		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BARO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JUANILO	NAME EXTENSION (JR., SR)	GERNIL EZRA TUMULAK BARO	01/26/2006
MIDDLE NAME	TIRAMBULO			
OCCUPATION	AUTOCAD DRAFTSMAN			
EMPLOYER/BUSINESS NAME	SELF-EMPLOYED			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	(053) 560 2113			
24. FATHER'S SURNAME	TUMULAK			
FIRST NAME	CERILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GODINEZ (DECEASED)			
25. MOTHER'S MAIDEN NAME	TOMARONG, DIANANDE BERNADEZ			
SURNAME	MEBATO			
FIRST NAME	DIANANDE			
MIDDLE NAME	TOMARONG		(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	Sum-ag Elementary School, Sum-ag, Bacolod city	Elementary	1984	1990	Graduated	1990	N/A
SECONDARY	San Remegio National High School, San Remegio, Cebu	High School	1990	1992	Accelerated	1992	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of San Carlos	Bachelor of Library and Information Science	2007	2008	18 units	2008	N/A
GRADUATE STUDIES	University of San Carlos	Master of Science in Library and Information Science	2016	2018	Graduated	2018	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/11/2024
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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 Professional Teacher	82.00	09/15/1998	Mabolo, Cebu City	746083	02/05/2026
	Licensed Librarian		11/15/2008	Southwestern University, Cebu City	5637	02/05/2026

(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						
01/01/2023	PRESENT	College Librarian II	Visayas State University	36,997.00	15-2	Permanent	Y
01/01/2023		College Librarian II	Visayas State University	36,997.00	15-2	Permanent	Y
03/18/2022		College Librarian II	Visayas State University	35,475.00	15-2	Permanent	Y
03/18/2022		College Librarian II	Visayas State University	35,475.00	15-2	Permanent	Y
01/01/2022		College Librarian II	Visayas State University	35,097.00	15-1	Permanent	Y
01/01/2021		College Librarian II	Visayas State University	33,575.00	15-1	Permanent	Y
01/01/2020		College Librarian II	Visayas State University	32,053.00	15-1	Permanent	Y
03/18/2019		College Librarian II	Visayas State University	29,010.00	15-1	Permanent	Y
03/18/2019		College Librarian II	Visayas State University	30,531.00	15-1	Permanent	Y
01/01/2019	03/17/2019	College Librarian II	Visayas State University	25,545.00	13-2	Permanent	Y
01/01/2018	12/31/2018	College Librarian I	Visayas State University	24,510.00	13-2	Permanent	Y
04/01/2017	12/31/2017	College Librarian I	Visayas State University	23,517.00	13-2	Permanent	Y
01/01/2017	03/31/2017	College Librarian I	Visayas State University	23,257.00	13-1	Permanent	Y
01/01/2016	12/31/2016	College Librarian I	Visayas State University	22,328.00	13-1	Permanent	Y
04/01/2014	12/31/2015	College Librarian I	Visayas State University	21,436.00	-	Permanent	Y
06/07/2002	03/31/2014	TEACHER/LIBRARIAN	MANDAUE CHRISTIAN SCHOOL, INC.	18,000.00	-	Permanent	N
05/01/2001	05/01/2002	PART-TIME TEACHER	TRAINING EXTENSION PROGRAM, CEBU	10,000.00	-	Part-Time	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/11/2024
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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			
	CHED Scholarship for Graduate Studies-Local Scholar's Association, Inc. Athletic Rd, Downtown, Tacloban City	07/13/2022	07/13/2023	24	Member	
	Philippine Librarians Association, Inc.-Eastern Visayas Region Council (PLAI-EVRLC) Eastern Visayas	08/28/2017	08/30/2019	72	Leyte Librarians Representative	
	Ikthus Campus Care (Visayas State University -Student Organization) Baybay City, Leyte	09/28/2015	06/28/2019	255	Youth Organization Adviser	
	NATIONAL CHAPLAINCY OF THE PHILIPPINES (NACPHIL), INC. Baybay City (5 Barangays)	07/18/2015	11/29/2019	192	Chaplain, 4P's Family Development Program (thru DSWD)	
	MANDAUE HOPE CENTER FOR PRECIOUS CHILDREN A.C. Cortes, Mandaue City, Cebu	05/01/2004	03/30/2014	255	Departmental Teacher (Special Education)	
	Operation Mobilization Philippines Pier 1, Cebu City	05/15/2002	05/30/2002	120	Volunteer Crew on Board the MV DOULOS/LOGOS Ship	
(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			
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"HRIS Software Onboarding"	12/06/2023	12/06/2023	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2023 PLAИ Centennial National Congress "Paghanduraw kag Padayon: Heritage.Horizon.Harmony.	11/21/2023	11/24/2023	32	Supervisory	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	"Enrich. Engage. Empower"	09/13/2023	10/15/2023	24	Technical	PLAI Eastern Visayas Region Librarians Council
	Internal Quality Audit Training in Conformance with ISO 19011:2018	08/14/2023	08/15/2023	16	Managerial	AGF Consulting Group and Visayas State University
	"Orientation and Workshop on AANR Digitization and SLIMS Administration and Management"	07/12/2023	07/12/2023	8	Managerial	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
	Employee Skill Enhancement: A Supervisory Development Seminar	06/13/2023	06/16/2023	24	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
	Mental Health Wellness Seminar	04/25/2023	04/25/2023	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Webinar in celebration of the international day of education "to invest in people, prioritize education"	01/24/2023	01/24/2023	16	Instruction	Southeast Asian Ministers of Education Organization (SEAMEO)
	Research Publication Ethics (Webinar)	11/15/2022	11/16/2022	4	Research	DOST PCIEERD/Elsevier
	Management of Human Resources: Bridging the Gap Across Generations	07/06/2022	07/08/2022	24	Managerial	Personnel Officers Association of the Philippines, Inc. (POAP)
	Webinar on AACCUР accreditation preparation	06/25/2021	06/25/2021	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation for Licensed Librarians, CPD Providers, and CPD Monitors on PRC Issuances on CPD (2019-2020)	02/24/2021	02/24/2021	3	Managerial	Professional Regulation Commission (PRC)
	Orientation for Licensed Librarians, CPD Providers, and CPD Monitors on PRC Issuances on CPD (2019-2020)	02/17/2021	02/17/2021	3	Managerial	Professional Regulation Commission (PRC)
	ScienceDirect Articles and Journals: Choosing the Right One for Your Research	01/29/2021	01/29/2021	4	Research	DOST - PCIEERD
	Drafting Library Policy Guidelines Under the New Normal	06/29/2020	06/29/2020	3	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	Responding to New Normal Environment of Pandemic: Keeping Your Staff, patrons, and Facilities Safe	06/26/2020	06/26/2020	4	Managerial	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
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)	
	Abstracting and indexing skills		CHED Scholarship for Graduate Studies-Local Program		United Evangelical Poimen Association, Inc.	
	Teaching Skills				National Chaplaincy of the Philippines, Inc.	
	Playing guitar (Basic)				Philippine Librarians Association, Inc. - Eastern Visayas Librarians Council	
	Sign Language (Basic)					
	Cataloging and classification of library materials					
	Table Tennis (Basic)					
	Communication and Writing skills					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/11/2024	

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: Resignation _____												
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>Guadalupe, Baybay City, Leyte</td><td>9176745008</td></tr><tr><td>JUCRES SAYONG</td><td>RTC LAW LIBRARY, TACLOBAN CITY</td><td>9178356692</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	ANDRELI D. PARDALES	Guadalupe, Baybay City, Leyte	9176745008	JUCRES SAYONG	RTC LAW LIBRARY, TACLOBAN CITY	9178356692			
NAME	ADDRESS	TEL. NO.												
ANDRELI D. PARDALES	Guadalupe, Baybay City, Leyte	9176745008												
JUCRES SAYONG	RTC LAW LIBRARY, TACLOBAN CITY	9178356692												
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.: 0005637 Date/Place of Issuance: 02/05/2023 / PRC-Ormoc Branch	Signature (Sign inside the box) 03/11/2024 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														