

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	Estupa			
FIRST NAME	Dionesio	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Intino			
3. DATE OF BIRTH (mm/dd/yyyy)	03/24/1976	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Balugo, Albuera, Leyte	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		
7. HEIGHT (m)	1.55	ZIP CODE	House/Block/Lot No. Street Balugo Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province	
8. WEIGHT (kg)	55.00		6542	
9. BLOOD TYPE	A+		18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street Balugo Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
11. PAG-IBIG ID NO.	N/A			6542
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.		N/A
13. SSS NO.	N/A	20. MOBILE NO.		926-700-5931
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	dionesio.estupa@vsu.edu.ph	
15. AGENCY EMPLOYEE NO.	V00868			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Estupa		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Lucena	NAME EXTENSION (JR., SR)	Trishia Mae P.Estupa	04/25/2006
MIDDLE NAME	Pilapil		Bradley Takeshi P. Estupa	09/01/2010
OCCUPATION	House Wife		Kenzo Jiro	03/19/2023
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	09054160920			
24. FATHER'S SURNAME	Estupa			
FIRST NAME	Samuel	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Okazaki			
25. MOTHER'S MAIDEN NAME	Entino			
SURNAME	Estupa			
FIRST NAME	Margarita			
MIDDLE NAME	Entino		(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	Balugo Elementary School	Elementary	1993	1988		1988	N/A
SECONDARY	Balugo National High School	High School	1988	1992		1992	N/A
VOCATIONAL/ TRADE COURSE	Ormoc City Technological Manpower Training and Research Center, Ormoc City	Consumer Electronics NCII	2009	2009		2009	N/A
COLLEGE	STI College - Ormoc City	Computer Technician	1998	2000		2000	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/06/2024
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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
	NC II – Computer Hardware Servicing		08/22/2011	Tacloban City	11080302007287	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	Laboratory Technician I	Visayas State University	17,553.00	6-1	Casual	Y
01/01/2023	06/30/2023	Laboratory Technician I	Visayas State University	17,553.00	6-1	Casual	Y
07/01/2022	12/31/2022	Laboratory Technician I	Visayas State University	16,877.00	6-1	Casual	Y
01/01/2022		Laboratory Technician I	Visayas State University	16,877.00	6-1	Casual	Y
07/01/2021	12/31/2021	Laboratory Technician I	Visayas State University	16,200.00	6-1	Casual	Y
01/01/2021		Laboratory Technician I	Visayas State University	16,200.00	6-1	Casual	Y
01/01/2021	06/30/2021	Laboratory Technician I	Visayas State University	15,524.00	6-1	Casual	Y
01/01/2020	12/31/2020	Laboratory Technician I	Visayas State University	15,524.00	6-1	Casual	Y
01/01/2019	12/31/2019	Laboratory Technician I	Visayas State University	674.86	-	Casual	Y
01/01/2018	12/31/2018	Laboratory Technician I	Visayas State University	651.81	-	Casual	Y
01/01/2017	12/31/2017	Laboratory Technician I	Visayas State University	629.59	-	Casual	Y
01/01/2016	12/31/2016	Laboratory Technician I	Visayas State University	608.09	-	Casual	Y
01/01/2015	12/31/2015	Laboratory Technician I	Visayas State University	587.32	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/06/2024
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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			
	Networking Essentials	10/14/2019	10/18/2019	40	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Mikrotik Certified Academy Trainer's (MTCAT)	07/30/2019	08/04/2019	48	Technical	EVSU Tanauan Campus
	Computer & Internet Literacy Course	12/19/2016	12/21/2016	24	Instruction	DCST VSU
	Web Development Training	02/21/2012	02/25/2012	40	Instruction	NATIONAL ICT CONFEDERATION OF THE PHILIPPINES
	ICT SKILLS TRAINING	07/08/2011	07/09/2011	16	Instruction	NATIONAL ICT CONFEDERATION OF THE PHILIPPINES

(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)
	Basic electronics		N/A		N/A
	Computer Repair				
	Driving two/four wheels vehicles				
	computer technician				
	Computer Literate (MS Word, Excel, PPT presentation)				
	COMPUTER INSTALLATION PROGRAM AND NETWORKING				

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/06/2024
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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 ☐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>Winston Tabada</td><td>Visca Baybay, City Leyte</td><td>563-7068</td></tr><tr><td>Magdaline Unajan</td><td>Brgy. Kilim Baybay City Leyte</td><td>09171541630</td></tr><tr><td>Rafael Vergara</td><td>Visca Baybay, City Leyte</td><td>563-7068</td></tr></table>			NAME	ADDRESS	TEL. NO.	Winston Tabada	Visca Baybay, City Leyte	563-7068	Magdaline Unajan	Brgy. Kilim Baybay City Leyte	09171541630	Rafael Vergara	Visca Baybay, City Leyte	563-7068	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	
NAME	ADDRESS	TEL. NO.														
Winston Tabada	Visca Baybay, City Leyte	563-7068														
Magdaline Unajan	Brgy. Kilim Baybay City Leyte	09171541630														
Rafael Vergara	Visca Baybay, City Leyte	563-7068														
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.																
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: DL ID/License/Passport No.: H0305001060 Date/Place of Issuance: 03/23/2017 / LTO Ormoc Signature (Sign inside the box) 02/06/2024 Date Accomplished																
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																