

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	Vistal		
FIRST NAME	Pearl	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Pabroquez		
3. DATE OF BIRTH (mm/dd/yyyy)	06/18/1983	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Brgy. Gabas, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX AT BIRTH	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street PUROK 3 Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.50	18. PERMANENT ADDRESS	House/Block/Lot No. Street Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	65.00		
9. BLOOD TYPE	A+		
10. UMID ID NO.			
11. PAG-IBIG ID NO.	916048317466		
12. PHILHEALTH NO.	130500400049	19. TELEPHONE NO.	N/A
13. PhilSys NO. (PSN)		20. MOBILE NO.	092-744-5893
14. TIN NO.	3023254790000	21. E-MAIL ADDRESS (if any)	pearl.vistal@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00902		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Vistal		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Marvin	NAME EXTENSION (JR., SR)	Cassandra P. Vistal	11/28/2007
MIDDLE NAME	Ottojan		Vianney P. Vistal	10/10/2010
OCCUPATION	Businessman			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Pabroquez			
FIRST NAME	Jesus	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Soria			
25. MOTHER'S MAIDEN NAME	Perpetua Bulawan Polo			
SURNAME	Polo			
FIRST NAME	Perpetua			
MIDDLE NAME	Bulawan		(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	Gabas Elementary School	Elementary	1990	1996		1996	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1996	2000		2000	N/A
VOCATIONAL/ TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE, INCORPORATED	Supplementary Units in Education	2020	2023	Units	2023	N/A
COLLEGE	Visayas State University	Bachelor of Science in Animal Science	2000	2005		2005	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Animal Science (Major in Animal Science)	2015	2020		2020	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/30/2025
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IV. CIVIL SERVICE ELIGIBILITY					
27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)
					NUMBERValid Until
	Agriculturist	78.50	11/20/2017	Tacloban City, Leyte	004152306/18/2026
	Career Service Eligibility - Professional	80.10	10/16/2011	LNHS, Tacloban City, Leyte	147278N/A
	Licensed Professional Teacher	88.10	10/02/2022	Tacloban City, Leyte	205526906/18/2026

(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)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To				
01/01/2025	PRESENT	Administrative Officer I	Visayas State University	Permanent	Y
10/16/2024		Administrative Officer I	Visayas State University	Permanent	Y
10/16/2024		Administrative Officer I	Visayas State University	Permanent	Y
06/01/2024		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2024		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	Permanent	Y
06/01/2021		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	Permanent	Y
08/01/2020		Administrative Aide IV	Visayas State University	Permanent	Y
08/01/2020		Administrative Aide IV	Visayas State University	Permanent	Y
01/01/2020	07/31/2020	Administrative Aide IV	Visayas State University	Permanent	Y
01/01/2019		Administrative Aide IV	Visayas State University	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide IV	Visayas State University	Permanent	Y
08/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	Permanent	Y
01/01/2017	07/31/2017	Administrative Aide III	Visayas State University	Permanent	Y
03/01/2016	12/31/2016	Administrative Aide III	Visayas State University	Permanent	Y
11/09/2015	02/29/2016	Administrative Aide III	Visayas State University	Casual	Y

(Continue on separate sheet if necessary)

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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			
	Orientation on Disposition of Records and Orientation on Filling-out of NAP Form No.1	10/29/2025	10/29/2025	8	Technical	VSU Alangalang Campus
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	09/05/2025	09/05/2025	4	Technical	Visayas State University
	Orientation on the Roles and Responsibilities of Document and Records Controller and Re-cascading of Document and Records Control Processes ang Guidelines	09/04/2025	09/04/2025	4	Technical	Visayas State University Visca Baybay City, Leyte
	Data Privacy Awareness	08/29/2025	08/29/2025	8	Technical	Department of Information and Communications Technology
	Basic Records and Archives Management (BRAM)	03/18/2025	03/20/2025	24	Technical	National Archives of the Philippines
	Digitizen 2.0:Teaching Global Citizenship through Digital Literacy (Virtual)	12/29/2023	12/29/2023	4	Technical	Carl Institute, Quezon City, Philippines
	Basic Computer Literacy	12/16/2023	12/29/2023	80	Technical	Eltech Learning Hub, Upland, Poblacion, Danao City, Cebu
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	8	Technical	Visayas State University
	ISO 9001:2015 Awareness and Re-Awareness Seminar	11/27/2020	11/27/2020	8	Technical	Visayas State University
	Training on Identification of Proper and Complete Items Technical Specifications and Parameters and Orientation of the Purchase Request 9PR/module of the Supply Properties Procurement Management Information System (SPPMIS)	08/28/2020	08/28/2020	8	Technical	Visayas State University Visca Baybay City, Leyte
	Developing Pre-Testing, Revising and Monitoring of IEC Material Training-Workshop	01/16/2020	01/16/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Asian Association of Agricultural Colleges and Universities (AACU) 22nd Biennial Conference and General Assembly	10/16/2018	10/18/2018	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Workshop in Preparation for Level III Phase 2 AACUP Accreditation	06/20/2017	06/21/2017	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/02/2017	03/03/2017	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Internal Quality Audit Training	01/23/2017	01/25/2017	24	Technical	AJA Registrars Inc.
	Laforet Community Level Research Training-Workshop	08/19/2016	08/19/2016	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 90012008 Orientation and Writeshop Among Clerk and Secretaries	09/21/2015	09/21/2015	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

(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)
	Driving		Loyalty Award		N/A
	Gardening		Model Job Order Staff (Clerk) Award		
	Cooking				

(Continue on separate sheet if necessary)

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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 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:												
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>OFFICE / RESIDENTIAL ADDRESS</th><th>CONTACT NO. AND/OR EMAIL</th></tr><tr><td>Lynette C. Cimafranca</td><td>DFST, VSU, Baybay City, Leyte</td><td>VOIP 1025</td></tr><tr><td>Maria Roberta S. Miraflor</td><td>RMA, VSU, Baybay City, Leyte</td><td>09066701689</td></tr><tr><td>Dennis P. Peque</td><td>CFES, VSU, Baybay City, Leyte</td><td>563-7552</td></tr></table>			NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL	Lynette C. Cimafranca	DFST, VSU, Baybay City, Leyte	VOIP 1025	Maria Roberta S. Miraflor	RMA, VSU, Baybay City, Leyte	09066701689	Dennis P. Peque	CFES, VSU, Baybay City, Leyte	563-7552
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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.		Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: VSU ID ID/License/Passport No.: V00902 Date/Place of Issuance: 02/26/2025 / VSU, Visca, Baybay City, Leyte	Signature (Sign inside the box) 10/30/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														