

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	ESGUERRA		
FIRST NAME	ERLY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SACRO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/09/1992	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	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	189 EMILIO JACINTO ST. House/Block/Lot No. Street N/A Poblacion Zone 23 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.62	18. PERMANENT ADDRESS	189 EMILIO JACINTO ST. House/Block/Lot No. Street N/A Poblacion Zone 23 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	59.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	021169538893		
11. PAG-IBIG ID NO.	121173699334		
12. PHILHEALTH NO.	130001109813	ZIP CODE	6521
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	426623151	20. MOBILE NO.	981-530-403
15. AGENCY EMPLOYEE NO.	V00904	21. E-MAIL ADDRESS (if any)	erly.esguerra@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ESGUERRA			
FIRST NAME	EFREN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NUÑEZ			
25. MOTHER'S MAIDEN NAME	BITOY			
SURNAME	ESGUERRA			
FIRST NAME	ERLINDA			
MIDDLE NAME	SACRO		(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	Baybay North Central School	Elementary	1998	2004		2004	
SECONDARY	Visayas State University Laboratory High School	High School	2004	2008		2008	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2008	2012		2012	
GRADUATE STUDIES	Visayas State University	Master of Business Administration	2014		34		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/05/2022
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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/Re-orientation of Duties and Responsibilities as dDRCs and alternate dDRCs and Cascading of Documented and Records Control Documented Information	09/07/2022	09/07/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/Reawareness	08/31/2022	08/31/2022	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Webinar on Typhoon Awareness and Calamity Readiness	06/29/2022	06/29/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Virtual Awareness Seminar on RA No.11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	06/28/2022	06/28/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Kaalam: Creative Forms and Narratives of the Contemporary	03/09/2022	03/09/2022	4	Technical	Institute of Human Kinetics, Visayas State University
	QMS Portal Orientation	02/24/2022	02/24/2022	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation and Re-orientation of the Internal Documented Information	02/15/2022	02/15/2022	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/ Re-awareness Webinar	09/13/2021	09/13/2021	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Target Setting Workshop	08/20/2018	08/21/2018	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	07/30/2018	07/31/2018	16	Technical	GPPB, DBM RO VIII, Region 8 Association of Local Budget Officers Inc.
	Gender Sensitivity Trainer's Training for the Academe	07/09/2018	07/10/2018	16	Technical	Gender and Development, Visayas State University
	Full Length Training on R.A.9184 & 2016 Revised Implementing Rules and Regulations	09/06/2017	09/08/2017	24	Technical	GPPB, DBM RO VIII, Region 8 Association of Local Budget Officers Inc.
	Orientation on Preparation of Documents for the Internal Audit	07/26/2017	07/26/2017	8	Technical	Office of the President, Visayas State University
	Re-orientation on the 5S Internal Audit Requirements	06/22/2017	06/22/2017	8	Technical	Office of the President, Visayas State University
	Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	05/25/2017	05/26/2017	16	Technical	GPPB, DBM RO VIII, Region 8 Association of Local Budget Officers Inc.
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/02/2017	03/03/2017	16	Technical	Office of the Vice-President for Administration and Finance, Visayas State University
	Seminar-Workshop on 5S & Records Management	02/18/2017	02/18/2017	8	Technical	Office of the Vice-President for Administration and Finance, Visayas State University
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)		
	Accounting	N/A		Oasis of Love		
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills			Singles for Christ		
				VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)		
				Parish Renewal Experience		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	10/05/2022	



<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> <div>If YES, give details: _____</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><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>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 type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</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><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></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><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><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>Louella C. Ampac</td><td>VSU, Baybay City, Leyte</td><td>563-7189</td></tr><tr><td>Jessamine C. Ecleo</td><td>VSU, Baybay City, Leyte</td><td>563-7190</td></tr><tr><td></td><td></td><td></td></tr></table>					NAME	ADDRESS	TEL. NO.	Louella C. Ampac	VSU, Baybay City, Leyte	563-7189	Jessamine C. Ecleo	VSU, Baybay City, Leyte	563-7190			
NAME	ADDRESS	TEL. NO.														
Louella C. Ampac	VSU, Baybay City, Leyte	563-7189														
Jessamine C. Ecleo	VSU, Baybay City, Leyte	563-7190														
<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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: <b>PASSPORT</b> ID/License/Passport No.: <b>P7785443A</b> Date/Place of Issuance: <b>07/13/2018 / TACLOBAN CITY</b></div></div>		<div><div></div><div>Signature (Sign inside the box) 10/05/2022 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>																