

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	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, 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	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)	60.72		ZIP CODE
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	ERLINDA BITOY SACRO			
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	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2004	2008		2008	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2008	2012		2012	N/A
GRADUATE STUDIES	Visayas State University	Master of Business Administration	2014		40		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/10/2024
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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 Agriculturist	78.17	07/09/2012	TACLOBAN CITY	0015954	03/09/2021
	Civil Service Examination Professional Level	80.89	10/13/2013	TACLOBAN CITY	N/A	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						
01/01/2024	PRESENT	Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
10/03/2022		Administrative Aide VI	Visayas State University	16,877.00	6-1	Permanent	Y
01/01/2022		Administrative Aide IV	Visayas State University	15,341.00	4-4	Permanent	Y
09/03/2021		Administrative Aide IV	Visayas State University	14,735.00	4-4	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,622.00	4-3	Permanent	Y
01/01/2020		Administrative Aide IV	Visayas State University	13,807.00	4-1	Permanent	Y
01/01/2019		Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y
01/01/2019		Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y
09/03/2018	12/31/2018	Administrative Aide IV	Visayas State University	12,674.00	4-1	Permanent	Y
01/01/2018	09/02/2018	Administrative Aide III	Visayas State University	11,914.00	3-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide III	Visayas State University	11,387.00	3-1	Permanent	Y
03/01/2016	01/31/2016	Administrative Aide III	Visayas State University	10,883.00	3-1	Permanent	Y
10/01/2013	02/29/2016	OFFICE CLERK	Budget Office	5,000.00	-	Job Order	N
08/01/2013	09/30/2013	OFFICE CLERK	TESDA	5,000.00	-	Job Order	N
08/16/2012	05/13/2013	Research Assistant	Department of Business and Management, Visayas State University	11,500.00	-	Job Order	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/10/2024
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VI. VOLUNTARY WORK OR INVOLEMENT 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			
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	Office of the Head for Records & Archives(OHRA), Visayas State University
	Sparkling Spaces: Mastering the Art of Housekeeping	05/22/2024	05/22/2024	8	Technical	Department of Consumer and Hospitality Management/Visayas State University
	Shaping Culture: Embracing Values for Productive Workplace Performance	05/15/2024	05/15/2024	8	Technical	Department of Consumer and Hospitality Management/Visayas State University
	Financial Transactions Forum	03/20/2024	03/20/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	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 "
	Design Thinking Workshop	12/13/2023	12/14/2023	16	Managerial	QUALITY ASSURANCE CENTER, VISAYAS STATE UNIVERSITY, MAIN CAMPUS
	Employee Skill Enhancement: A Supervisory Development Seminar	06/13/2023	06/16/2023	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
	GACPA's 44th Annual National Convention and Seminar.	05/24/2023	06/26/2023	24	Technical	Government Association of Certified Public Accountants, Inc. (GACPA)
	GSIS Insurance Orientation for Property and Budget Officers	04/13/2023	04/13/2023	8	Technical	GSIS Maasin
	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 "
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	09/10/2024	

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: _____												
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>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>Nilo Leona</td><td>VSU, Baybay City , Leyte</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	Nilo Leona	VSU, Baybay City , Leyte	
NAME	ADDRESS	TEL. NO.												
Louella C. Ampac	VSU, Baybay City, Leyte	563-7189												
Jessamine C. Ecleo	VSU, Baybay City, Leyte	563-7190												
Nilo Leona	VSU, Baybay City , Leyte													
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 Right Thumbmark												
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: PASSPORT ID/License/Passport No.: P7785443A Date/Place of Issuance: 07/13/2018 / TACLOBAN CITY	Signature (Sign inside the box) 09/10/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														