

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	Ponce		
FIRST NAME	Rogelio	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Endrina		
3. DATE OF BIRTH (mm/dd/yyyy)	08/21/1959	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Labangon, Cebu City	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	832 House/Block/Lot No. Street Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	62.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	832 House/Block/Lot No. Street Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2001715428	ZIP CODE	6521
11. PAG-IBIG ID NO.	916195166964		
12. PHILHEALTH NO.	132004143632	19. TELEPHONE NO.	N/A
13. SSS NO.	0605784860	20. MOBILE NO.	967-701-0256
14. TIN NO.	116626453	21. E-MAIL ADDRESS (if any)	rogelio.ponce@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00907		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Ponce		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Francisca	NAME EXTENSION (JR., SR)	Jerson M. Ponce	09/13/1983
MIDDLE NAME	Mazo		Mechele M. Ponce	11/14/1984
OCCUPATION	Housewife		Maria Cleofe M. Ponce	05/24/1986
EMPLOYER/BUSINESS NAME			Bryan M. Ponce	12/04/1988
BUSINESS ADDRESS			Jaypee M. Ponce	04/24/1990
TELEPHONE NO.			Francesca Khrista M. Ponce	05/30/2006
24. FATHER'S SURNAME	Ponce			
FIRST NAME	Diosdado	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Villanueva			
25. MOTHER'S MAIDEN NAME	Endina			
SURNAME	Ponce			
FIRST NAME	Buenaventurada			
MIDDLE NAME	Endrina		(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	Guadalupe Elementary School	Elementary	1966	1972		1972	N/A
SECONDARY	Cebu Central Colleges	High School	1973	1977		1977	N/A
VOCATIONAL/ TRADE COURSE	Abellana National High School	Practical Electricity	1978	1978		1978	N/A
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/28/2023
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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
	N/A	N/A	N/A	N/A	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						
01/01/2023		Administrative Aide V	Visayas State University	16,671.00	5-2	Temporary	Y
03/01/2022		Administrative Aide V	Visayas State University	16,032.00	5-2	Temporary	Y
01/01/2022		Administrative Aide V	Visayas State University	15,909.00	5-1	Temporary	Y
01/01/2021		Administrative Aide V	Visayas State University	15,275.00	5-1	Temporary	Y
01/01/2021		Administrative Aide V	Visayas State University	15,275.00	5-1	Temporary	Y
03/01/2020	02/28/2021	Administrative Aide V	Visayas State University	14,641.00	5-1	Temporary	Y
01/01/2020		Administrative Aide V	Visayas State University	14,641.00	5-1	Temporary	Y
03/01/2019		Administrative Aide V	Visayas State University	14,007.00	5-1	Temporary	Y
03/01/2019		Administrative Aide V	Visayas State University	14,007.00	5-1	Temporary	Y
03/01/2019	02/29/2020	Administrative Aide V	Visayas State University	14,007.00	5-1	Temporary	Y
01/01/2019	02/28/2019	Labor General Foreman	Visayas State University	16,758.00	8-1	Casual	Y
07/01/2018	07/31/2018	Labor General Foreman	Visayas State University	16,282.00	8-1	Casual	Y
01/01/2018	06/30/2018	Labor General Foreman	Visayas State University	16,282.00	8-1	Casual	Y
07/01/2017	12/31/2017	Labor General Foreman	Visayas State University	15,818.00	8-1	Casual	Y
01/01/2017	06/30/2017	Labor General Foreman	Visayas State University	15,818.00	8-1	Casual	Y
01/01/2016	12/31/2017	Labor General Foreman	Visayas State University	15,368.00	8-1	Casual	Y
11/02/2015	12/31/2015	Labor General Foreman	Visayas State University	678.68	-	Casual	Y
07/01/2007	06/30/2008	Welder I	Visayas State University	326.09	-	Casual	Y
02/08/2007	06/30/2007	Welder I	Visayas State University	296.45	-	Casual	Y
03/01/1994	12/31/1994	Machinist I	Visayas College of Agriculture	102.27	-	Casual	Y
01/01/1993	12/31/1993	Laborer I	Visayas College of Agriculture	90.90	-	Casual	Y
07/01/1992	12/31/1992	Welder I	Visayas College of Agriculture	102.27	-	Casual	Y
01/01/1990	12/31/1991	Welder I	Visayas College of Agriculture	102.27	-	Casual	Y
07/01/1989	12/31/1989	Welder I	Visayas College of Agriculture	102.27	-	Casual	Y
01/01/1989	06/30/1989	Welder	Visayas College of Agriculture	32.85	-	Casual	Y
07/01/1988	12/31/1988	Carpenter	Visayas College of Agriculture	32.85	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/28/2023
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Attachment A.1

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						
	01/01/1988	06/30/1988	Carpenter	Visayas College of Agriculture	22.90	-	Casual	Y
	12/14/1987	12/31/1987	Carpenter	Visayas College of Agriculture	32.85	-	Casual	Y
	10/16/1987	12/13/1987	Carpenter	Visayas College of Agriculture	22.90	-	Casual	Y
	07/16/1987	10/15/1987	Carpenter	Visayas College of Agriculture	22.90	-	Casual	Y
	07/16/1984	09/30/1984	Laborer	Visayas College of Agriculture	16.45	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE					DATE	04/28/2023		

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)

[illegible]

(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)
Carpentry	N/A	VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
Electrician		
Plumbing		
Welding		
Masonry		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/28/2023
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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>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Roberto C. Guarte</td><td>Sta. Cruz, Baybay City, Leyte</td><td></td></tr><tr><td>Lourdes P. Lesidan</td><td>Brgy. Marcos, Baybay City, Leyte</td><td></td></tr><tr><td>Oscar B. Posas</td><td>Brgy. Marcos, Baybay City, Leyte</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Roberto C. Guarte	Sta. Cruz, Baybay City, Leyte		Lourdes P. Lesidan	Brgy. Marcos, Baybay City, Leyte		Oscar B. Posas	Brgy. Marcos, Baybay City, Leyte	
NAME	ADDRESS	TEL. NO.												
Roberto C. Guarte	Sta. Cruz, Baybay City, Leyte													
Lourdes P. Lesidan	Brgy. Marcos, Baybay City, Leyte													
Oscar B. Posas	Brgy. Marcos, 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: DL ID/License/Passport No.: H1219003775 Date/Place of Issuance: 12/12/2019 / Baybay City	Signature (Sign inside the box) 04/28/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														