

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	Cortes		
FIRST NAME	Andy Phil	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Duatin		
3. DATE OF BIRTH (mm/dd/yyyy)	04/07/1994	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 checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Apt 8 Kilbourne St. House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.68	ZIP CODE	6521
8. WEIGHT (kg)	66.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Apt 8 Kilbourne St. House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	999-108-4226
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	apdcortes@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00911		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Amoto		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Marjorie	NAME EXTENSION (JR., SR)	Wim Zachariah A. Cortes	09/16/2023
MIDDLE NAME	Goson			
OCCUPATION	Instructor			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.	09276023134			
24. FATHER'S SURNAME	Cortes			
FIRST NAME	Edgardo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Salvatera			
25. MOTHER'S MAIDEN NAME	Joji Grace Yulores Duatin			
SURNAME	Cortes			
FIRST NAME	Joji Grace			
MIDDLE NAME	Duatin		(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	Alpha Christian School	Elementary	2000	2006		2006	N/A
SECONDARY	Philippine Science High School	High School	2006	2010		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Civil Engineering	2010	2015		2015	Cum Laude
GRADUATE STUDIES	University of the Philippines	Master of Science in Civil Engineering	2018	2022		2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/25/2025
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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
	Civil Engineer	90.60	11/18/2015	Cebu City	0141612	04/07/2024
	Professional Drivers License		04/08/2016	Baybay City, Leyte	H12-13-002494	04/07/2024

(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						
01/01/2025	PRESENT	Instructor I	Visayas State University	32,529.00	12-2	Permanent	Y
01/01/2024		Instructor I	Visayas State University	30,989.00	12-2	Permanent	Y
11/01/2023		Instructor I	Visayas State University	29,449.00	12-2	Permanent	Y
01/01/2023		Instructor I	Visayas State University	29,449.00	12-2	Temporary	Y
08/01/2022	07/31/2023	Instructor I	Visayas State University	27,608.00	12-1	Temporary	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
08/01/2021	07/31/2022	Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
07/30/2020	07/31/2021	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
08/01/2019	07/31/2020	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019		Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
11/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
04/18/2016	10/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	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			
	Capacitating the Agricultural and Biosystems Engineers (ABEs) through Farm Bridge Design	09/18/2023	09/22/2023	16	Technical	Agricultural Training Institute (ATI) - RTC 8
	5th Philippine Engineering Summit (PhES 5.0)	08/25/2023	08/26/2023	16	Technical	Philippine Technological Council (PTC)
	Consultative Workshop on the IRR of RA 11393, also known as "Advanced Energy and Green Building Technologies Curriculum Act"	08/30/2022	08/31/2022	16	Technical	CHED and Department of Energy
	2022 PICE Midyear National Convention and Technical Conference	06/17/2022	07/18/2022	15	Technical	PICE
	Technical Forum on the Impact of Typhoon Odette on Built Structures	02/26/2022	02/26/2022	8	Technical	Association of Structural Engineers of the Philippines
	Seminar/Lecture on Intellectual Property Awareness and Commercialization of Technologies	08/26/2021	08/26/2021	4	Research	Visayas State University
	International course on Seismic Analysis using OpenSees	07/19/2021	07/22/2021	32	Technical	Università degli Studi di Palermo
	PICE 2020 Virtual National Convention and Technical Conference	11/26/2020	11/27/2020	10	Technical	PICE
	Training-Workshop on Sustainable Small and Medium-scale Bamboo Enterprises	11/19/2018	11/23/2018	36	Technical	DOST PCAARRD
	Asian Association of Agricultural Colleges and Universities (AAACU) 22nd Biennial Conference (Harnessing Education as a Vehicle for Sustainable Growth in Asia)	10/16/2018	10/18/2018	24	Technical	Asian Association of Agricultural Colleges and Universities (AAACU)
	Seminar Workshop on Structural Analysis and Design using SAP 2000	03/24/2018	03/24/2018	8	Technical	Department of Civil Engineering VSU
	Training workshop on "How to make key decision-makers to say Yes to you project ideas"	07/18/2017	07/20/2017	24	Research	DOST PCAARRD
	UPLB Engineering Seminar 2017 "Tracing the Impacts of Philippine Advancement in Engineering Materials"	02/11/2017	02/11/2017	5	Technical	UPLB Civil Engineering Executive Organization
	Seminar on "Enhancing Student Success"	08/03/2016	08/03/2016	3	Instruction	Visayas State University
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	06/15/2016	06/15/2016	8	Supervisory	Institute of Strategic Research and Developmental Studies, Visayas State University
	QGIS Training Workshop	06/06/2016	06/08/2016	24	Technical	Department of Geodetic Engineering, VSU
	Summer Internship Programme	04/23/2014	05/30/2014	244	Technical	Jegma Const. & Dev. Corp
	Energy Efficiency and Conservation Seminar	12/07/2012	12/07/2012	3	Supervisory	Visayas State University

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

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<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>If YES, give details: _____</div></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><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>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>Epifania Loreto</td><td>Visca, Baybay City, Leyte</td><td>09222931815</td></tr><tr><td>Christie Cyrene Tauy</td><td>Brgy. Gabas, Baybay, Leyte</td><td>09176005103</td></tr><tr><td></td><td></td><td></td></tr></table>						NAME	ADDRESS	TEL. NO.	Epifania Loreto	Visca, Baybay City, Leyte	09222931815	Christie Cyrene Tauy	Brgy. Gabas, Baybay, Leyte	09176005103			
NAME	ADDRESS	TEL. NO.															
Epifania Loreto	Visca, Baybay City, Leyte	09222931815															
Christie Cyrene Tauy	Brgy. Gabas, Baybay, Leyte	09176005103															
<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><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: PRC</div><div>ID/License/Passport No.: 0141612</div><div>Date/Place of Issuance: 11/30/-0001 / Cebu City</div></div><div><div></div><div>Signature (Sign inside the box)</div><div>02/25/2025</div><div>Date Accomplished</div></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>																	