

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	Godoy														
FIRST NAME	Jerome	NAME EXTENSION (JR., SR) N/A													
MIDDLE NAME	Galvez														
3. DATE OF BIRTH (mm/dd/yyyy)	01/12/1983	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines												
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.													
5. SEX	☒ Male ☐ Female														
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	<table><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td></td><td>Hibunawan</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>BAYBAY</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr><tr><td colspan="2">ZIP CODE 6521</td></tr></table>	House/Block/Lot No.	Street		Hibunawan	Subdivision/Village	Barangay	BAYBAY	LEYTE	City/Municipality	Province	ZIP CODE 6521	
House/Block/Lot No.	Street														
	Hibunawan														
Subdivision/Village	Barangay														
BAYBAY	LEYTE														
City/Municipality	Province														
ZIP CODE 6521															
7. HEIGHT (m)	1.70	18. PERMANENT ADDRESS													
8. WEIGHT (kg)	72.00														
9. BLOOD TYPE	O														
10. GSIS ID NO.	N/A														
11. PAG-IBIG ID NO.	N/A														
12. PHILHEALTH NO.	N/A	ZIP CODE	6521												
13. SSS NO.	N/A	19. TELEPHONE NO.	(525) 0140												
14. TIN NO.	N/A	20. MOBILE NO.	916-448-2559												
15. AGENCY EMPLOYEE NO.	V00932	21. E-MAIL ADDRESS (if any)	jerome.godoy@vsu.edu.ph												

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Godoy		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Dina Joy	NAME EXTENSION (JR., SR)	Jollian Jed Gabriel B. Godoy	02/02/2018
MIDDLE NAME	Braca			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Godoy			
FIRST NAME	Romulo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Pancito			
25. MOTHER'S MAIDEN NAME	Anita P. Galvez			
SURNAME	Godoy			
FIRST NAME	Anita			
MIDDLE NAME	Galvez		(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	Hibunawan Elementary Shool	Elementary	1990	1996		1996	N/A
SECONDARY	Visca Laboratory High School	High School	1996	2000		2000	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Southern Leyte State University	Bachelor of Science in Industrial Technology	2000	2004		2004	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/19/2023
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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	06/30/2023	Administrative Aide VI	Visayas State University	17,553.00	6-1	Casual	Y
07/01/2022	12/31/2022	Administrative Aide VI	Visayas State University	16,877.00	6-1	Casual	Y
01/03/2022	06/30/2022	Administrative Aide VI	Visayas State University	16,877.00	6-1	Casual	Y
01/01/2022		Administrative Aide VI	Visayas State University	16,877.00	6-1	Casual	N
01/01/2022	06/30/2022	Administrative Aide VI	Visayas State University	16,200.00	6-1	Casual	Y
07/01/2021	12/31/2021	Administrative Aide VI	Visayas State University	16,200.00	6-1	Casual	Y
01/01/2021	06/30/2021	Administrative Aide VI	Visayas State University	736.36	-	Casual	Y
01/01/2021	12/31/2021	Administrative Aide VI	Visayas State University	16,200.00	6-1	Casual	N
01/01/2020	12/31/2020	Administrative Aide VI	Visayas State University	705.64	-	Casual	Y
01/01/2020	12/01/2020	Administrative Aide VI	Visayas State University	15,524.00	6-1	Casual	N
01/01/2019	12/31/2019	Administrative Aide VI	Visayas State University	674.86	-	Casual	Y
01/01/2019	12/31/2019	Administrative Aide VI	Visayas State University	14,847.00	6-1	Casual	N
07/01/2018	12/31/2018	Administrative Aide VI	Visayas State University	651.81	-	Casual	Y
01/01/2018	12/31/2018	Administrative Aide VI	Visayas State University	14,340.00	6-1	Casual	N
01/01/2018	06/30/2018	Administrative Aide VI	Visayas State University	629.59	-	Casual	Y
01/01/2018		Administrative Aide VI	Visayas State University	651.81	-	Casual	Y
07/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	629.59	-	Casual	Y
01/01/2017	06/30/2017	Administrative Aide VI	Visayas State University	608.59	-	Casual	Y
01/01/2017		Administrative Aide VI	Visayas State University	629.59	-	Casual	Y
01/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	13,851.00	6-1	Casual	N
08/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	608.09	-	Casual	Y
08/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	13,378.00	6-1	Casual	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/19/2023
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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			
	Networking Essentials	10/14/2019	10/18/2019	40	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Fiber Optic Network Technology	10/10/2018	10/12/2018	24	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Structured Cabling	11/27/2017	11/27/2017	8	Technical	Cebu Technical Vocational Training and Assessment Academy, Inc.
	PC Troubleshooting	04/12/2008	05/31/2008	32	Technical	AMA Computer Learning Center (ACLC)

(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)
	Computer Repair		N/A		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	Driving two/four wheels vehicles				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/19/2023
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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>Louella C. Ampac</td><td>VSU, BAYBAY, LEYTE</td><td>09715423297</td></tr><tr><td>Erlinda S. Esguerra</td><td>VSU, BAYBAY, LEYTE</td><td>09176341538</td></tr><tr><td>Sean O. Villagonzalo</td><td>VSU, BAYBAY, LEYTE</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Louella C. Ampac	VSU, BAYBAY, LEYTE	09715423297	Erlinda S. Esguerra	VSU, BAYBAY, LEYTE	09176341538	Sean O. Villagonzalo	VSU, BAYBAY, LEYTE	
NAME	ADDRESS	TEL. NO.												
Louella C. Ampac	VSU, BAYBAY, LEYTE	09715423297												
Erlinda S. Esguerra	VSU, BAYBAY, LEYTE	09176341538												
Sean O. Villagonzalo	VSU, BAYBAY, 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: VSU ID ID/License/Passport No.: V00932 Date/Place of Issuance: 08/01/2016 / Baybay City, Leyte	Signature (Sign inside the box) 12/19/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														