

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	<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, 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	
7. HEIGHT (m)	1.70	ZIP CODE	House/Block/Lot No. Street Hibunawan
8. WEIGHT (kg)	72.00		Subdivision/Village Barangay BAYBAY LEYTE
9. BLOOD TYPE	O		City/Municipality Province 6521
10. GSIS ID NO.	2005036154		
11. PAG-IBIG ID NO.	121187836379		
12. PHILHEALTH NO.	130250811633	18. PERMANENT ADDRESS	
13. SSS NO.	0629004021	ZIP CODE	House/Block/Lot No. Street Hibunawan
14. TIN NO.	933262418		Subdivision/Village Barangay BAYBAY LEYTE
15. AGENCY EMPLOYEE NO.	V00932		City/Municipality Province 6521
		19. TELEPHONE NO.	(525) 014-0
		20. MOBILE NO.	916-448-2559
		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	Graduated	1996	N/A
SECONDARY	Visca Laboratory High School	High School	1996	2000	Graduated	2000	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Southern Leyte State University	Bachelor of Science in Industrial Technology	2000	2004	Graduated	2004	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/05/2025
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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
	NC II – Computer Hardware Servicing		02/28/2014	N/A	N/A	N/A
	NCII TELECOM OSP INSTALLATION (FIBER OPTIC CABLE)		07/13/2024	N/A	N/A	07/12/2029

(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	Administrative Aide VI	Visayas State University	18,957.00	6-1	Casual	Y
07/01/2024	12/31/2024	Administrative Aide VI	Visayas State University	18,255.00	6-1	Casual	Y
07/01/2024	12/31/2024	Administrative Aide VI	Visayas State University	18,255.00	6-1	Casual	Y
01/01/2024	06/30/2024	Administrative Aide VI	Visayas State University	18,255.00	6-1	Casual	Y
01/01/2024	06/30/2024	Administrative Aide VI	Visayas State University	17,553.00	6-1	Casual	Y
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	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
01/01/2020	12/31/2020	Administrative Aide VI	Visayas State University	705.64	-	Casual	Y
01/01/2019	12/31/2019	Administrative Aide VI	Visayas State University	674.86	-	Casual	Y
07/01/2018	12/31/2018	Administrative Aide VI	Visayas State University	651.81	-	Casual	Y
01/01/2018		Administrative Aide VI	Visayas State University	651.81	-	Casual	Y
01/01/2018	06/30/2018	Administrative Aide VI	Visayas State University	629.59	-	Casual	Y
07/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	629.59	-	Casual	Y
01/01/2017		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
08/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	608.09	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE			DATE		06/05/2025		
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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			
	Advanced Fiber Optic Splicing and Testing	07/10/2024	07/12/2024	24	Technical	Spectrum ICT Solutions, OPC
	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		Civil Service Commission PAGASA Award - Group Category		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	Driving two/four wheels vehicles				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/05/2025
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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,</div> <div>a. within the third degree?</div> <div>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></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?</div> <div>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> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:</div><div>Date Filed: <div></div></div><div>Status of Case/s: <div></div></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></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></div>												
<div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</div> <div>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> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:</div><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></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:</div> <div>a. Are you a member of any indigenous group?</div> <div>b. Are you a person with disability?</div> <div>c. Are you a solo parent?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify:</div><div></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> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No</div><div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><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>09662159131</td></tr></tbody></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	09662159131
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<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)</div><div>With full and handwritten name tag and signature over printed name</div><div>Computer generated or photocopied picture is not acceptable</div></div><div>PHOTO</div><div></div><div>Right Thumbmark</div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: VSU ID</div><div>ID/License/Passport No.: V00932</div><div>Date/Place of Issuance: 08/01/2016 / Baybay City, Leyte</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>06/05/2025</div><div>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>Person Administering Oath</div>														