

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	Cruz		
FIRST NAME	Antonette	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Sevilla		
3. DATE OF BIRTH (mm/dd/yyyy)	08/27/1989	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	309 Velarde St. House/Block/Lot No. Street Tinag-an Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6542
8. WEIGHT (kg)	55.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	2005109888		
11. PAG-IBIG ID NO.	121087888507	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
12. PHILHEALTH NO.	130251095974	ZIP CODE	
13. SSS NO.	N/A	19. TELEPHONE NO.	none
14. TIN NO.	292355982000	20. MOBILE NO.	9159522239
15. AGENCY EMPLOYEE NO.	V00944	21. E-MAIL ADDRESS (if any)	antonette.cruz@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Cruz		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Fernando	NAME EXTENSION (JR., SR)	Loraine Mae S. Cruz	10/24/2010
MIDDLE NAME	Echevaria			
OCCUPATION	Hardware Technician			
EMPLOYER/BUSINESS NAME	Dingo Smart Innovation Incorporated			
BUSINESS ADDRESS	Bagumbayan, Quezon City			
TELEPHONE NO.	632-633-4351			
24. FATHER'S SURNAME	Sevilla			
FIRST NAME	Dionesio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Sta. Iglesia			
25. MOTHER'S MAIDEN NAME	Asteria Velarde Apog			
SURNAME	Sevilla			
FIRST NAME	Asteria			
MIDDLE NAME	Apog		(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	Tinag-an Elementary School	Elementary	1995	2001		2001	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2001	2005		2005	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	STI College	Bachelor of Science in Computer Engineering	2005	2010		2010	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Management	2012	2018		2018	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	02/26/2025

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
	Career Service Professional	81.59	05/22/2011	Tacloban City	N/A	N/A
	Driver's License		N/A	N/A	H12-17-002609	08/27/2032

(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						
01/02/2025	PRESENT	Administrative Officer I	Visayas State University	25,586.00	10-1	Permanent	Y
01/02/2025		Administrative Officer I	Visayas State University	24,381.00	10-1	Permanent	Y
08/02/2024		Administrative Aide VI	Visayas State University	18,396.00	6-2	Permanent	Y
01/01/2024		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
01/01/2022		Administrative Aide VI	Visayas State University	16,877.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,400.00	4-1	Permanent	Y
01/01/2020		Administrative Aide IV	Visayas State University	13,807.00	4-1	Permanent	Y
02/18/2019		Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y
02/18/2019		Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y
01/01/2019	02/17/2019	Administrative Aide III	Visayas State University	12,466.00	3-1	Permanent	Y
01/01/2018	02/17/2019	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
11/02/2016	12/31/2016	Administrative Aide III	Visayas State University	10,883.00	3-1	Permanent	Y
05/10/2013	11/08/2013	Technical Service Representative	Experts Global Solutions	10,000.00	-	Temporary	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/26/2025
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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			
	Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition	11/20/2024	11/20/2024	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Regional Seminar-Workshop on Basic Records and Archives Management	02/20/2024	02/22/2024	24	Technical	National Archives of the Philippines (NAP)
	Workshop on Program Accreditation	01/12/2024	01/12/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Technical	Personnel Officers Association of the Philippines, Inc
	Mandatory Orientation and Re-Orientation of Academic Advisers and Department Enrolment Focal Persons for 2nd Semester AY 2022-2023	02/10/2023	02/10/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/30/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	08/25/2022	08/25/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-Orientation of Employees' Duties and Responsibilities and Customer Services	09/23/2021	09/23/2021	4	Technical	Office of the Director for Human Resource Management, Visayas State University
	Coronavirus Vaccine: Are You Willing to Take the Shot?	02/23/2021	02/23/2021	4	Technical	College of Arts and Science, Visayas State University
	"Control your Records before They Control You: The Basics of Records Management and Records Control"	01/27/2021	01/27/2021	4	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
	Document Tracking System	11/13/2020	11/13/2020	4	Technical	Human Resource Information System, Visayas State University
	Identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	08/28/2020	08/28/2020	4	Technical	Supply, Procurement and Property Management Information System (SPPMIS), VSU
	Working Towards Personal Effectiveness	11/20/2018	11/23/2018	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
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)	
	Customer Service		N/A		VSU Alumni Association	
	Driving two/four wheels vehicles				VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)	
	Ability to format and manipulate reports, data, spreadsheets and graphics packages(i.e MS Office) an				Visayas State University Credit Cooperative	
	Oral and Written Communication skills					
	Records Management					
	Clerical Skills					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	02/26/2025	

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: previous employer relocated												
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>Nilda T. Amestoso</td><td>VSU, Visca, Baybay City, Leyte</td><td>09362081944</td></tr><tr><td>Jannet C. Bencure</td><td>VSU, Visca, Baybay City, Leyte</td><td>09478909056</td></tr><tr><td>Jundy R. Castil</td><td>VSU, Visca, Baybay City, Leyte</td><td>09124147540</td></tr></table>			NAME	ADDRESS	TEL. NO.	Nilda T. Amestoso	VSU, Visca, Baybay City, Leyte	09362081944	Jannet C. Bencure	VSU, Visca, Baybay City, Leyte	09478909056	Jundy R. Castil	VSU, Visca, Baybay City, Leyte	09124147540
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Jundy R. Castil	VSU, Visca, Baybay City, Leyte	09124147540												
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: DL ID/License/Passport No.: H1217002609 Date/Place of Issuance: 07/08/2022 / Baybay City, Leyte	Signature (Sign inside the box) 02/26/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														