

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	Alba		
FIRST NAME	Doreen	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Bartolini		
3. DATE OF BIRTH (mm/dd/yyyy)	10/08/1985	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: Philippines
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 6 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.00	18. PERMANENT ADDRESS	Zone 6 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	1.00		
9. BLOOD TYPE	A-		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	1
14. TIN NO.	N/A	20. MOBILE NO.	9058251180
15. AGENCY EMPLOYEE NO.	V00947	21. E-MAIL ADDRESS (if any)	doreen.alba@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Alba			
FIRST NAME	Arturo	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Esguerra			
25. MOTHER'S MAIDEN NAME	Herminia Pabroquez Bartolini			
SURNAME	Alba			
FIRST NAME	Herminia			
MIDDLE NAME	Bartolini		(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	1992	1998		1998	N/A
SECONDARY	Baybay National High School	High School	1998	2002		2002	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Hotel and Restaurant Management	2002	2009		2009	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	Master in Business Management	2019		37		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/04/2023
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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
	Civil Service Examination Professional Level	80.04	03/17/2019	Ormoc City	N/A	N/A
	Civil Service SubProfessional Eligibility	80.32	04/06/2014	Tacloban City	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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/04/2023
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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			
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/22/2022	4	Technical	Department of Health / Visayas State University
	Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers	05/30/2022	05/31/2022	16	Technical	PhilGEPS & e-Blackboards Learning and Solutions Inc.
	HIV TRAINING (PEER FACILITATOR)	01/19/2022	01/21/2022	24	Technical	VSU Hospital
	ISO 9001:2015 Awareness/ Re-awareness Webinar	09/13/2021	09/13/2021	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Workshop and Categorization of Items for the PPMP	08/20/2020	08/20/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	NCCA "National Kalkali with the theme: Vital Wisdoms: Learning with the Indigenous Peoples"	10/28/2019	10/29/2019	16	Technical	National Commission for Culture and the Arts (NCCA) - Maryhill School of Theology
	Culture and the Arts Center (CAC) Strategic Planning Workshop	10/24/2019	10/24/2019	8	Supervisory	Culture and the Arts Center (CAC) - VSU Main
	Introduction to Cybersecurity	09/02/2019	09/03/2019	24	Technical	DICT - Main Office, Diliman, Quezon City
	Property and Supply Management System	09/04/2018	09/07/2018	32	Supervisory	Commission on Audit Region VIII
	Target Setting Workshop	08/20/2018	08/21/2018	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	9th PASUC Culture and the Arts Festival 2017	11/29/2017	12/01/2017	24	Technical	Philippine Association of State Colleges and Universities (PASUC) / Negros Oriental state University (NORSU)
	Preparation of Project Procurement Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	32	Supervisory	Sofia Center for Continuing Education Training Center (SCCE)
	"PASUC VIII Culture and the Arts Festival Competition" with the theme "PASUC @ 50: At the forefront of the Global Dynamics of Public Higher Education"	10/27/2017	10/27/2017	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	05/25/2017	05/26/2017	16	Technical	PhilGEPS & e-Blackboards Learning and Solutions Inc.
	"Full Length Training on Government Procurement Reform Act and its Revised IRR"	05/03/2017	05/05/2017	24	Supervisory	Department of Budget & Management - RO VIII / Region Eight Association of Local Budget Officers (REALBO), Inc.
	Procurement Planning Workshop	09/13/2016	09/13/2016	8	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Planning-Workshop: On the Preparation & Processing of Documents Relative to Procurement"	05/27/2015	05/27/2015	8	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "

(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		Visayas State University Administrative Personnel Association
					Culture and the Arts Center

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/04/2023
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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> <div>If YES, give details: _____</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><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div></div> <div>If YES, give details: _____ Date Filed: _____ Status of Case/s: _____</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><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>													
<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>Peter June D. Dadios</td><td>SLSU, Bontoc, so. Leyte</td><td>0935346596</td></tr><tr><td>Alicia M. Flores</td><td>VSU - Budget Office, Visca, Baybay City, Leyte</td><td>09464928865</td></tr><tr><td>Ivy Ann F. Mojado</td><td>DPWH, Hipusngo, Baybay City, Leyte</td><td>09176285108</td></tr></table>					NAME	ADDRESS	TEL. NO.	Peter June D. Dadios	SLSU, Bontoc, so. Leyte	0935346596	Alicia M. Flores	VSU - Budget Office, Visca, Baybay City, Leyte	09464928865	Ivy Ann F. Mojado	DPWH, Hipusngo, Baybay City, Leyte	09176285108
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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) 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>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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A</div></div>		<div><div></div><div>Signature (Sign inside the box) 01/04/2023 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><div>Person Administering Oath</div></div>																