

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	Caingcoy		
FIRST NAME	Kimberly	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Vanzuela		
3. DATE OF BIRTH (mm/dd/yyyy)	04/23/1995	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	Purok 5
7. HEIGHT (m)	1.46	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	62.00		Gabas
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. GSIS ID NO.	02005193586		BAYBAY LEYTE
11. PAG-IBIG ID NO.	121178738132		City/Municipality Province
12. PHILHEALTH NO.	132506600352	ZIP CODE	6521
13. SSS NO.	3461713975	18. PERMANENT ADDRESS	House/Block/Lot No. Street
14. TIN NO.	474522430	ZIP CODE	Malinao
15. AGENCY EMPLOYEE NO.	V00992		Subdivision/Village Barangay
			MAHAPLAG LEYTE
		City/Municipality Province	6512
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	912-191-7205
		21. E-MAIL ADDRESS (if any)	kimberly.caingcoy@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	Kyle Alvin C. Benitez	11/19/2023
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Caingcoy			
FIRST NAME	Alvin	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Villaver			
25. MOTHER'S MAIDEN NAME	Edelina Panal Vanzuela			
SURNAME	Caingcoy			
FIRST NAME	Edelina			
MIDDLE NAME	Vanzuela		(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	Malinao Elementary School	Elementary	2001	2007		2007	N/A
SECONDARY	Mahaplag National High School San Isidro	High School	2007	2011		2011	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2011	2015		2015	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/06/2024
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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						
01/01/2024	06/30/2024	Science Research Assistant	Visayas State University	21,211.00	9-1	Contractual	Y
07/01/2023	12/31/2023	Science Research Assistant	Visayas State University	21,211.00	9-1	Contractual	Y
01/01/2023	06/30/2023	Science Research Assistant	Visayas State University	20,402.00	9-1	Contractual	Y
07/01/2022	12/31/2022	Science Research Assistant	Visayas State University	20,402.00	9-1	Contractual	Y
01/01/2022		Science Research Assistant	Visayas State University	20,402.00	9-1	Contractual	Y
01/01/2022	06/30/2022	Science Research Assistant	Visayas State University	19,593.00	9-1	Contractual	Y
07/01/2021	12/31/2021	Science Research Assistant	Visayas State University	19,593.00	9-1	Contractual	Y
07/01/2021	12/31/2021	Science Research Assistant	Visayas State University	19,593.00	9-1	Contractual	Y
01/01/2021		Science Research Assistant	Visayas State University	19,593.00	9-1	Contractual	Y
01/01/2021	06/30/2021	Science Research Assistant	Visayas State University	18,784.00	9-1	Contractual	Y
07/01/2020	12/31/2020	Science Research Assistant	Visayas State University	18,784.00	9-1	Contractual	Y
01/01/2020	06/30/2020	Science Research Assistant	Visayas State University	1,565.33	-	Contractual	Y
01/01/2019	12/31/2019	Science Research Assistant	Visayas State University	1,497.92	-	Contractual	Y
01/01/2018	12/31/2018	Science Research Assistant	Visayas State University	1,456.08	-	Contractual	Y
01/01/2017	12/31/2017	Science Research Assistant	Visayas State University	1,415.50	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/06/2024
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VI. VOLUNTARY WORK OR INVOLEMENT 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			
	IMUN Online Conference 46.0 webinar	02/27/2021	02/28/2021	24	Technical	INTERNATIONAL MODEL UNITED NATIONS
	DOST-STII Webinar on How to Speak on a Digital Stage and Capture the Limelight	02/23/2021	02/23/2021	2	Technical	DOST-STII
	Coronavirus vaccine: Are you willing to take the shot?	02/23/2021	02/23/2021	3	Technical	VISAYAS STATE UNIVERSITY, COLLEGE OF ARTS & SCIENCES
	DOST-PCIEERD Forum on Projects under the Good Governance through Data Science and Decision Support (GODDESS)	02/08/2021	02/08/2021	3	Technical	DOST-PCIEERD
	Control Your Records before They Control You: The Basics of Records Management and Records Control	01/27/2021	01/27/2021	3	Technical	DOST-STII
	ISO 9001:2015 Awareness/Re-awareness	11/27/2020	11/27/2020	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	USE OF VSU GIS MAP SERVER & FIELD DATA COLLECTION USING OPEN DATA KIT (ODK) TECHNOLOGY USING ANDROID PHONE	06/26/2019	06/26/2019	8	Technical	VSU - GIZ, LIDAR
	WORKING TOWARDS PERSONAL EFFECTIVENESS	11/20/2018	11/23/2018	32	Instruction	Personnel Officers Association of the Philippines, Inc. (POAP)
	SOFT SKILLS TRAINING PROGRAM	09/07/2016	09/13/2016	56	Technical	ATOS COMPANY
	STANDARD CEAC TRAINING FOR STAGE 2 IMPLEMENTATION	04/25/2016	04/29/2016	40	Technical	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - KALAHI

(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)

SIGNATURE		DATE	06/06/2024
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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>Victor B. Asio</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09257620329</td></tr><tr><td>Marito V. Catorce</td><td>CUATRO DE AGOSTO, MAHAPLAG, LEYTE</td><td>09631193191</td></tr><tr><td>Henry Y. Goltiano</td><td>Visca, Baybay City, Leyte</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Victor B. Asio	VISCA, BAYBAY CITY, LEYTE	09257620329	Marito V. Catorce	CUATRO DE AGOSTO, MAHAPLAG, LEYTE	09631193191	Henry Y. Goltiano	Visca, Baybay City, Leyte	
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Henry Y. Goltiano	Visca, Baybay City, 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: TIN ID/License/Passport No.: 474522430 Date/Place of Issuance: 09/06/2015 / Palo, Leyte	Signature (Sign inside the box) 06/06/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														