

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	Cerna		
FIRST NAME	Dennis Joel	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Loreto		
3. DATE OF BIRTH (mm/dd/yyyy)	07/19/1995	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Ormoc 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	1381 Gungab House/Block/Lot No. Street Subdivision/Village Poblacion ALBUERA LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6542
8. WEIGHT (kg)	65.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	2005283393	ZIP CODE	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	491161981	20. MOBILE NO.	919-000-2810
15. AGENCY EMPLOYEE NO.	V01042	21. E-MAIL ADDRESS (if any)	dennis.cerna@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	Cerna			
FIRST NAME	Demetrio	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Andrecio			
25. MOTHER'S MAIDEN NAME	Belinda Miro Loreto			
SURNAME	Cerna			
FIRST NAME	Belinda			
MIDDLE NAME	Loreto		(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	Albuera North Central School	Elementary	2001	2007		2007	N/A
SECONDARY	Damulaan National High School	High School	2007	2011		2011	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/03/2024
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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
	Licensed Professional Teacher	78.60	N/A	Cebu City	1531261	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						
08/04/2023	PRESENT	Instructor I	Visayas State University	29,737.00	12-3	Permanent	Y
01/01/2023		Instructor I	Visayas State University	29,449.00	12-2	Permanent	Y
06/03/2022		Instructor I	Visayas State University	27,892.00	12-2	Permanent	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
08/01/2021	07/31/2022	Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
08/04/2020		Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
07/30/2020		Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020	08/03/2020	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020	07/31/2020	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
08/01/2019	12/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019	07/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018		Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/04/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/03/2024
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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			
	Designing Local Festival Dances: The Choreographers' Viewpoints	03/14/2024	05/14/2024	5	Managerial	NATIONAL COMMISSION FOR CULTURE AND THE ARTS
	ACT-IHE English Medium Education Training	06/20/2022	06/21/2022	16	Instruction	Leyte Normal University in cooperation with the Commission of Higher Education and the British Council
	"Sikad, Abante VSU" Fun Ride	05/28/2021	05/28/2021	4	Technical	Visayas State University
	Trainer's Training Course in Swimming and Life-Saving	05/24/2021	05/28/2021	40	Technical	Institute of Human Kinetics, Visayas State University
	Webinar on Table of Specifications and Test Item Analysis	11/12/2020	11/12/2020	6	Instruction	Visayas State University
	National Consultative Forum: Enhancing the Bachelor of Culture and Arts Education (BCAEd) Program Among Philippine Higher Education Institutions (HEI)	10/03/2019	10/05/2019	24	Technical	National Commission for Culture and the Arts and the Performance Laboratory, Inc.
	Visayas Mindanao Conference on PATH-FIT Tertiary Physical Education: Methods and Outcomes	11/03/2018	11/04/2018	16	Instruction	University of San Carlos
	Seminar workshop in Officiating Athletics	09/07/2018	09/08/2018	16	Technical	Institute of Human Kinetics, Visayas State University
	RADIO FOR DEVELOPMENT WORKSHOP	07/30/2018	07/30/2018	5	Technical	VSU Radio DYDC-FM 104.7
	Extension Proposal Writing	07/18/2018	07/20/2018	24	Instruction	"Office of the Vice President for Research and Extension (OVPRE), VSU, Visca, Baybay, City "
	One-day Kayak Seminar Workshop	07/17/2018	07/17/2018	8	Instruction	Institute of Human Kinetics, Visayas State University
	38th National Folk Dance Workshop	05/21/2018	05/25/2018	60	Instruction	Samahang Tagapagtaguyod ng Katutubong Sayaw ng Pilipinas
	Training workshop on Innovative Learning Strategies	05/15/2018	05/16/2018	16	Instruction	College of Education, Visayas State University
	Orientation and Retooling of CE Faculty	09/04/2017	09/04/2017	8	Instruction	College of Education, Visayas State University
	National Training Workshop and Conference for 2017 PASUC Cultural and the Arts Festival Competitions	08/16/2017	08/17/2017	16	Technical	Philippine Association of State Universities and Colleges
	Seminar on "Enhancing Student Success"	08/03/2016	08/03/2016	8	Instruction	Office of the Vice President for Academic Affairs, Visayas State University

(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		Samahang Tagapagtaguyod ng Katutubong Sayaw ng Pilipinas

(Continue on separate sheet if necessary)

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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>Charis B. Limbo-Rivera</td><td>Baybay City</td><td>09485105847</td></tr><tr><td>Aleli Villocino</td><td>Baybay City</td><td>09173040879</td></tr><tr><td>Thelma Zafra</td><td>Baybay City</td><td>09159779710</td></tr></table>			NAME	ADDRESS	TEL. NO.	Charis B. Limbo-Rivera	Baybay City	09485105847	Aleli Villocino	Baybay City	09173040879	Thelma Zafra	Baybay City	09159779710
NAME	ADDRESS	TEL. NO.												
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Aleli Villocino	Baybay City	09173040879												
Thelma Zafra	Baybay City	09159779710												
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: PRC ID/License/Passport No.: 1531261 Date/Place of Issuance: 03/03/2017 / Ormoc City	Signature (Sign inside the box) 05/03/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														