

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	NAPOLES			
FIRST NAME	HOMER LOIS	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	PUERIN			
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1988	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Baybay, 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 2 House/Block/Lot No. Street Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
7. HEIGHT (m)	1.70	ZIP CODE	6521	
8. WEIGHT (kg)	86.50			
9. BLOOD TYPE	B+		18. PERMANENT ADDRESS	PUROK 2 House/Block/Lot No. Street Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2005383943		ZIP CODE	6521
11. PAG-IBIG ID NO.	121216642173			
12. PHILHEALTH NO.	130251216747			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	279712957	20. MOBILE NO.	915-960-1859	
15. AGENCY EMPLOYEE NO.	V01065	21. E-MAIL ADDRESS (if any)	homerlois.napoles@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAWALING		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JANET	NAME EXTENSION (JR., SR)	JUSTIN HOLMES C. NAPOLES	12/30/2014
MIDDLE NAME	LLANTO		JANNU LOUIS C. NAPOLES	03/18/2020
OCCUPATION	PRIVATE EMPLOYEE			
EMPLOYER/BUSINESS NAME	EIGHT UNDER PAR			
BUSINESS ADDRESS	COGON, ORMOC CITY, LEYTE			
TELEPHONE NO.	09274879854			
24. FATHER'S SURNAME	NAPOLES			
FIRST NAME	HENRY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MARQUEZ			
25. MOTHER'S MAIDEN NAME	LYDIA TAGUD PUERIN			
SURNAME	NAPOLES			
FIRST NAME	LYDIA			
MIDDLE NAME	PUERIN		(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	Alpha Christian School	Elementary	1994	2000	Graduated	2000	
SECONDARY	Baybay National High School	High School	2000	2004	Graduated	2004	
VOCATIONAL/ TRADE COURSE	Ormoc City Technological Manpower Training and Research Center, Ormoc City	Automotive	2014	2014	NC II	2014	
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2007	2018	Graduated	2018	
GRADUATE STUDIES	College of Maasin	Master in Public Administration	2021		9		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/22/2022
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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
	Career Service Sub-Professional	86.25	05/19/2014	Cirilio Roy MNHS, Tacloban City	N/A	N/A
	Career Service Professional	83.90	05/27/2016	EVSU, 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	03/22/2022
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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			
	Personal Equity and Retirement Account	06/16/2021	06/16/2021	8	Technical	Bangko Sentral ng Pilipinas (Online)
	Personal Financial Management	06/15/2021	06/15/2021	8	Technical	Bangko Sentral ng Pilipinas (Online)
	Role of the BSP and Recent Economic Developments	06/14/2021	06/14/2021	8	Technical	Bangko Sentral ng Pilipinas (Online)
	ISO 9001:2015 Awareness/Reawareness	11/27/2020	11/27/2020	8	Technical	Visayas State University, Visca, Baybay City, Leyte (Online)
	Capacity Building on Land Use Development and Infrastructure Planning (Phase II)	01/27/2020	01/31/2020	40	Technical	Visayas State University, Visca, Baybay City, Leyte
	Human Resource Management Information System (HRMIS) Cyber Security Training	12/18/2019	12/19/2019	16	Technical	Visayas State University, Visca, Baybay City, Leyte
	Workshop on Land Use Development and Infrastructure Plan and Capability Building	12/09/2019	12/13/2019	40	Technical	Visayas State University, Visca, Baybay City, Leyte
	Human Resource Management Information System (HRMIS) Presentation and Training of the Developed Recruitment, Selection, and Placement (RSP), Personal Data Sheet (PDS), and Plantilla System	11/26/2019	11/26/2019	8	Technical	Visayas State University, Visca, Baybay City, Leyte
	Cyber Security Essentials	10/01/2019	10/04/2019	32	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Introduction to Cybersecurity	09/02/2019	09/03/2019	16	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	08/20/2019	08/20/2019	8	Technical	Visayas State University, 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)		
	Computer Programming	Top Trainee		Visayas State University Administrative Personnel Association		
	Driving	Top the Career Service Examination for Subprofessional Level		Tinag-an Antipolo Salvacion Vegetable Farmers Association		
	Problem Solving			Visayas State University Credit Cooperative		
	Microsoft Office Applications					
	Photoshop					
	Logo Design					
PLEASE SEE ATTACHMENT A						
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/22/2022	

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>MARWEN A. CASTAÑEDA</td><td>Office of the University Registrar</td><td></td></tr><tr><td>ARNULFO T. GALENZOGA</td><td>Office of the University Registrar</td><td></td></tr><tr><td>BERTA C. RATILLA</td><td>Department of Agronomy</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	MARWEN A. CASTAÑEDA	Office of the University Registrar		ARNULFO T. GALENZOGA	Office of the University Registrar		BERTA C. RATILLA	Department of Agronomy	
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ARNULFO T. GALENZOGA	Office of the University Registrar													
BERTA C. RATILLA	Department of Agronomy													
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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 03/22/2022 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														