

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)	1.69	ZIP CODE	6521
8. WEIGHT (kg)	87.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	2005383943	ZIP CODE	
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	N/A
SECONDARY	Baybay National High School	High School	2000	2004	Graduated	2004	N/A
VOCATIONAL/ TRADE COURSE	Ormoc City Technological Manpower Training and Research Center, Ormoc City	Automotive	2014	2014	NC II	2014	N/A
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2007	2018	Graduated	2018	N/A
GRADUATE STUDIES	College of Maasin	Master in Public Administration	2021		27		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/17/2025
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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			
	Workshop on Harmonizing University Policies for Micro-credentials	05/06/2024	05/07/2024	16	Technical	Postgraduate Micro-Credentials for Food Security and Climate Change (PMC FSCC), SEARCA, Los Baños, Laguna
	Digitization and Digital Preservation of Permanent Records for Easy Access and Retrieval	03/20/2024	03/22/2024	24	Technical	Government Records Officers' Association of the Philippines, Inc.
	Faculty Onboarding 2nd Semester A.Y. 2023-2024	01/15/2024	01/15/2024	8	Instruction	Visayas State University, Visca, Baybay City, Leyte
	Design Thinking Workshop	12/13/2023	12/14/2023	16	Managerial	Visayas State University
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	Visayas State University, Visca, Baybay City, Leyte
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	Visayas State University, Visca, Baybay City, Leyte
	Training-Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Technical	Visayas State University, ViSCA, Baybay City, Leyte
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8	Technical	Visayas State University, ViSCA, Baybay City, Leyte
	12th National Convention and Seminar-Workshop of the National Association of Registrars of State Universities and Colleges (NARSUC), Inc.	04/19/2023	04/21/2023	24	Managerial	National Association of Registrars of State Universities and Colleges (NARSUC), Inc.
	ISO 9001:2015 Awareness/Re-awareness Virtual Seminar	02/15/2023	02/15/2023	8	Technical	Visayas State University
	Mandatory Orientation and Re-Orientation of Academic Advisers, and Department Enrolment Focal Persons, 2nd Semester A.Y. 2022-2023	02/10/2023	02/10/2023	8	Technical	Visayas State University, Visca, Baybay City, Leyte
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Technical	Visayas State University
	2022 HEI Registrars and Records Officers' Convergence in Region VIII	11/07/2022	11/07/2022	8	Technical	Eastern Visayan Registrars Association of Higher Education Institutions / Commission on Higher Education Regional Office VIII
	Padayon Estudiante	09/12/2022	09/13/2022	8	Instruction	Visayas State University - Main Campus
	Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/22/2022	16	Technical	Department of Health / Visayas State University
	Disaster Risk Reduction and Management (DRRM) Training for LGU - Baybay City, Leyte	06/04/2022	06/04/2022	8	Technical	Korea International Cooperation Agency (KOICA), Philippine KOICA Fellows Association, Inc. (PHILKOFA)
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	Visayas State University, Visca, Baybay City, Leyte

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)
	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 B

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/17/2025
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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>MARWEN A. CASTAÑEDA</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><tr><td>MAGDALENE C. UNAJan</td><td>Department of Computer Science and Technology</td><td></td></tr></table>					NAME	ADDRESS	TEL. NO.	MARWEN A. CASTAÑEDA	Office of the University Registrar		BERTA C. RATILLA	Department of Agronomy		MAGDALENE C. UNAJan	Department of Computer Science and Technology	
NAME	ADDRESS	TEL. NO.														
MARWEN A. CASTAÑEDA	Office of the University Registrar															
BERTA C. RATILLA	Department of Agronomy															
MAGDALENE C. UNAJan	Department of Computer Science and Technology															
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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A		Signature (Sign inside the box) 01/17/2025 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																