

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 | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | Baybay, Leyte | If holder of dual citizenship, please indicate the details. | Philippines |
| 5. SEX | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female | | |
| 6. CIVIL STATUS | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | Purok 2 House/Block/Lot No. Street Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521 |
| 7. HEIGHT (m) | 1.69 | 18. PERMANENT ADDRESS | Purok 2 House/Block/Lot No. Street Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521 |
| 8. WEIGHT (kg) | 87.00 | | |
| 9. BLOOD TYPE | B+ | | |
| 10. GSIS ID NO. | 2005383943 | | |
| 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 | | JACOB LUKAS C. NAPOLES | 07/12/2024 |
| 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)

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|-----------|--|------|------------|
| SIGNATURE | | DATE | 01/17/2025 |
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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 |
| | | | | | | |
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(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 | 01/17/2025 |
|------------------|--|-------------|------------|

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 |
| | | | | | |
| | | | | | |
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(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 |
|-----------|--|------|------------|

| <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>If YES, give details: _____</div></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>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></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>BERTA C. RATILLA</td><td>Department of Agronomy</td><td></td></tr><tr><td>JUDE B. ROLA</td><td>Faculty of Computing</td><td>56506001022</td></tr><tr><td>MAGDALENE C. UNAJan</td><td>Department of Computer Science and Technology</td><td></td></tr></table> | | | NAME | ADDRESS | TEL. NO. | BERTA C. RATILLA | Department of Agronomy | | JUDE B. ROLA | Faculty of Computing | 56506001022 | MAGDALENE C. UNAJan | Department of Computer Science and Technology | | <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>Right Thumbmark</div></div> |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | | | |
| BERTA C. RATILLA | Department of Agronomy | | | | | | | | | | | | | | |
| JUDE B. ROLA | Faculty of Computing | 56506001022 | | | | | | | | | | | | | |
| MAGDALENE C. UNAJan | Department of Computer Science and Technology | | | | | | | | | | | | | | |
| <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>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: N/A</div><div>ID/License/Passport No.: N/A</div><div>Date/Place of Issuance: N/A</div></div> | <div><div></div><div>Signature (Sign inside the box)</div><div>01/17/2025</div><div>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> | | | | | | | | | | | | | | | |