

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                       | Garrido                                                                                                                                                                                 |                                                                |                                                                                                                                                                                                  |
| FIRST NAME                       | Mariel                                                                                                                                                                                  | NAME EXTENSION (JR., SR)<br>N/A                                |                                                                                                                                                                                                  |
| MIDDLE NAME                      | Lacambra                                                                                                                                                                                |                                                                |                                                                                                                                                                                                  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 03/04/1996                                                                                                                                                                              | 16. CITIZENSHIP                                                | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | Tacloban, Leyte                                                                                                                                                                         | If holder of dual citizenship,<br>please indicate the details. | Philippines                                                                                                                                                                                      |
| 5. SEX                           | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female                                                                                                                |                                                                |                                                                                                                                                                                                  |
| 6. CIVIL STATUS                  | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                        | Apartment 92 Kilbourne Drive<br>House/Block/Lot No. Street<br>Visayas State University Pangasungan<br>Subdivision/Village Barangay<br>BAYBAY LEYTE<br>City/Municipality Province                 |
| 7. HEIGHT (m)                    | 1.52                                                                                                                                                                                    | ZIP CODE                                                       | 6521                                                                                                                                                                                             |
| 8. WEIGHT (kg)                   | 53.00                                                                                                                                                                                   |                                                                |                                                                                                                                                                                                  |
| 9. BLOOD TYPE                    | A+                                                                                                                                                                                      | 18. PERMANENT ADDRESS                                          | Bypass Road, Zone 4B<br>House/Block/Lot No. Street<br>Barangay 110 (Utap)<br>Subdivision/Village Barangay<br>TACLOBAN CITY (Capital) LEYTE<br>City/Municipality Province                         |
| 10. GSIS ID NO.                  | 2005462249                                                                                                                                                                              | ZIP CODE                                                       | 6500                                                                                                                                                                                             |
| 11. PAG-IBIG ID NO.              | 916102226331                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |
| 12. PHILHEALTH NO.               | 130501836959                                                                                                                                                                            | 19. TELEPHONE NO.                                              | N/A                                                                                                                                                                                              |
| 13. SSS NO.                      | 0638091999                                                                                                                                                                              | 20. MOBILE NO.                                                 | 997-918-2041                                                                                                                                                                                     |
| 14. TIN NO.                      | 328329272                                                                                                                                                                               | 21. E-MAIL ADDRESS (if any)                                    | mariel.lacambra@vsu.edu.ph                                                                                                                                                                       |
| 15. AGENCY EMPLOYEE NO.          | V01075                                                                                                                                                                                  |                                                                |                                                                                                                                                                                                  |

II. FAMILY BACKGROUND

|                          |                          |                                 |                                                     |                            |
|--------------------------|--------------------------|---------------------------------|-----------------------------------------------------|----------------------------|
| 22. SPOUSE'S SURNAME     | Garrido                  |                                 | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | Rommel                   | NAME EXTENSION (JR., SR)<br>Jr. | N/A                                                 | N/A                        |
| MIDDLE NAME              | Madredijo                |                                 |                                                     |                            |
| OCCUPATION               | Instructor               |                                 |                                                     |                            |
| EMPLOYER/BUSINESS NAME   | Visayas State University |                                 |                                                     |                            |
| BUSINESS ADDRESS         | Baybay City, Leyte       |                                 |                                                     |                            |
| TELEPHONE NO.            | N/A                      |                                 |                                                     |                            |
| 24. FATHER'S SURNAME     | Lacambra                 |                                 |                                                     |                            |
| FIRST NAME               | Melecio                  | NAME EXTENSION (JR., SR)<br>Jr. |                                                     |                            |
| MIDDLE NAME              | Damayo                   |                                 |                                                     |                            |
| 25. MOTHER'S MAIDEN NAME | Leonida Daa Encomio      |                                 |                                                     |                            |
| SURNAME                  | Lacambra                 |                                 |                                                     |                            |
| FIRST NAME               | Leonida                  |                                 |                                                     |                            |
| MIDDLE NAME              | Encomio                  |                                 | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL                | NAME OF SCHOOL<br>(Write in full)    | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full)     | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|--------------------------|--------------------------------------|------------------------------------------------------|----------------------|------|--------------------------------------------------|----------------|---------------------------------------|
|                          |                                      |                                                      | From                 | To   |                                                  |                |                                       |
| ELEMENTARY               | Don Vicente Quintero Memorial School | Elementary                                           | 2002                 | 2008 |                                                  | 2008           | N/A                                   |
| SECONDARY                | Leyte National High School           | High School                                          | 2008                 | 2012 |                                                  | 2012           | N/A                                   |
| VOCATIONAL/ TRADE COURSE | N/A                                  |                                                      |                      |      |                                                  |                |                                       |
| COLLEGE                  | Leyte Normal University              | Bachelor of Library and Information Science          | 2012                 | 2016 |                                                  | 2016           | N/A                                   |
| GRADUATE STUDIES         | Cebu Normal University               | Master of Science in Library and Information Science | 2018                 |      | 33 Units                                         |                | N/A                                   |

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| SIGNATURE |  | DATE | 03/02/2023 |
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VI. VOLUNTARY WORK OR INVOLEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---------------------------------------------------|---------------------------------|-----|--------------------|---------------------------|
|     |                                                   | From                            | To  |                    |                           |
|     | N/A                                               | N/A                             | N/A | N/A                | N/A                       |
|     |                                                   |                                 |     |                    |                           |
|     |                                                   |                                 |     |                    |                           |
|     |                                                   |                                 |     |                    |                           |
|     |                                                   |                                 |     |                    |                           |
|     |                                                   |                                 |     |                    |                           |

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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<br>(Write in full)                                                  | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF<br>HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                                                      |
|-----|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------|--------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|     |                                                                                                                                       | From                                             | To         |                    |                                                               |                                                                                                 |
|     | 2022 PLAI Congress and General Assembly: Working Together. Sustainability. Opportunity. Adaptability. Resiliency                      | 11/22/2022                                       | 11/25/2022 | 32                 | Supervisory                                                   | Philippine Librarian Association Inc.                                                           |
|     | Research Publication Ethics                                                                                                           | 11/15/2022                                       | 11/15/2022 | 4                  | Research                                                      | DOST - PCIEERD                                                                                  |
|     | E-Archiving: Transform The Way You Preserve Data                                                                                      | 10/22/2022                                       | 10/22/2022 | 4                  | Research                                                      | Department of Science and Technology - Science and Technology Information Institute (DOST-STII) |
|     | Values Critical Components of Enhanced Performance                                                                                    | 10/12/2022                                       | 10/14/2022 | 24                 | Supervisory                                                   | Personnel Officers Association of the Philippines (POAP)                                        |
|     | Libraries of Today: Resilience Amidst Crisis                                                                                          | 08/31/2022                                       | 09/02/2022 | 24                 | Research                                                      | PLAI Eastern Visayas Region Librarians Council                                                  |
|     | Research in Action Beyond Expectation                                                                                                 | 04/17/2021                                       | 04/17/2021 | 4                  | Research                                                      | ISO - Institute of Global Professionals                                                         |
|     | Consultative meeting on the Proposed Career Progression and specialization Program for the Library and Information Science Profession | 04/13/2021                                       | 04/13/2021 | 4                  | Instruction                                                   | Professional Regulation Commission (PRC)                                                        |
|     | Mindfulness Stress Reduction                                                                                                          | 03/30/2021                                       | 03/30/2021 | 4                  | Research                                                      | ISO - Institute of Global Professionals                                                         |
|     | Coronavirus Vaccine: Are You Willing to Take the Shot?                                                                                | 02/23/2021                                       | 02/23/2021 | 4                  | Research                                                      | "Visayas State University (VSU), Visca, Baybay City, Leyte "                                    |
|     | Orientation for Licensed Librarians, CPD Providers, and CPD Monitors on PRC Issuances on CPD (2019-2020)                              | 02/17/2021                                       | 02/17/2021 | 3                  | Instruction                                                   | Professional Regulation Commission (PRC)                                                        |
|     | ScienceDirect Articles and Journals: Choosing the Right One For Your Research                                                         | 01/29/2021                                       | 01/29/2021 | 3                  | Research                                                      | Research Academy on Campus, Elsevier, DOST                                                      |
|     | "Control your Records before They Control You: The Basics of Records Management and Records Control"                                  | 01/27/2021                                       | 01/27/2021 | 4                  | Technical                                                     | Department of Science and Technology - Science and Technology Information Institute (DOST-STII) |
|     | The Challenging Future of the Library Technical Services in the New Normal                                                            | 12/05/2020                                       | 12/05/2020 | 5                  | Technical                                                     | University of Santo Tomas Graduate School - Master of Arts in Library and Information Science   |
|     | Library Personnel's Knowledge on the Phases of Disaster: Basis for Disaster Management Plan                                           | 12/01/2020                                       | 12/01/2020 | 5                  | Supervisory                                                   | PLAI - NORLA                                                                                    |
|     | Cybersecurity: Threats, Challenges, Opportunities                                                                                     | 11/30/2020                                       | 11/30/2020 | 3                  | Technical                                                     | Cebu Normal University                                                                          |
|     | Libraries as Catalysts in the New Normal Environment: Changes. Reforms. Transitions                                                   | 11/24/2020                                       | 11/27/2020 | 32                 | Supervisory                                                   | Philippine Librarian Association Inc.                                                           |
|     | ISO 9001:2015 Awareness/ Re-awareness Seminar                                                                                         | 11/20/2020                                       | 11/20/2020 | 4                  | Instruction                                                   | "Visayas State University (VSU), 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<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full)                    |
|-----|------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------|-----|------------------------------------------------------------------------------|
|     | Customer Service                                                                                     |     | N/A                                                        |     | Philippine Librarians Association, Inc. - Eastern Visayas Librarians Council |
|     | Ability to format and manipulate reports, data, spreadsheets and graphics packages(i.e MS Office) an |     |                                                            |     | Philippine Librarians Association, Inc.                                      |
|     | Communication                                                                                        |     |                                                            |     |                                                                              |
|     | library management                                                                                   |     |                                                            |     |                                                                              |
|     | • Computer Literate (MS word, excel, ppt presentation) •<br>Good in communication Skills             |     |                                                            |     |                                                                              |
|     |                                                                                                      |     |                                                            |     |                                                                              |
|     |                                                                                                      |     |                                                            |     |                                                                              |

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| <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,<br/>a. within the third degree?<br/>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:<br/>_____</div></div>                                                                                                                                                                                                       |      |         |          |                   |             |             |                    |             |             |                     |             |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|----------|-------------------|-------------|-------------|--------------------|-------------|-------------|---------------------|-------------|-------------|
| <div>35. a. Have you ever been found guilty of any administrative offense?<br/><br/>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:<br/>_____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>Date Filed: _____<br/>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:<br/>_____</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:<br/>_____</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)?<br/><br/>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):<br/>_____</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:<br/>a. Are you a member of any indigenous group?<br/>b. Are you a person with disability?<br/>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>Geraldine T. Baro</td><td>Baybay City</td><td>09324159573</td></tr><tr><td>Jackielyn Cabangal</td><td>Iloilo City</td><td>09088202398</td></tr><tr><td>Andreli D. Pardales</td><td>Baybay City</td><td>09176745008</td></tr></table>                                                                                                  |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                       | NAME | ADDRESS | TEL. NO. | Geraldine T. Baro | Baybay City | 09324159573 | Jackielyn Cabangal | Iloilo City | 09088202398 | Andreli D. Pardales | Baybay City | 09176745008 |
| NAME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ADDRESS                                                                                                           | TEL. NO.                                                                                                                                                                                                                                                                                                                                                                                                              |      |         |          |                   |             |             |                    |             |             |                     |             |             |
| Geraldine T. Baro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Baybay City                                                                                                       | 09324159573                                                                                                                                                                                                                                                                                                                                                                                                           |      |         |          |                   |             |             |                    |             |             |                     |             |             |
| Jackielyn Cabangal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Iloilo City                                                                                                       | 09088202398                                                                                                                                                                                                                                                                                                                                                                                                           |      |         |          |                   |             |             |                    |             |             |                     |             |             |
| Andreli D. Pardales                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Baybay City                                                                                                       | 09176745008                                                                                                                                                                                                                                                                                                                                                                                                           |      |         |          |                   |             |             |                    |             |             |                     |             |             |
| <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><div>ID picture taken within the last 6 months<br/>3.5 cm x 4.5 cm<br/>(passport size)<br/><br/>With full and handwritten name tag and signature over printed name<br/><br/>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>                                                                                   |      |         |          |                   |             |             |                    |             |             |                     |             |             |
| <div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: <b>PRC</b></div><div>ID/License/Passport No.: <b>0007791</b></div><div>Date/Place of Issuance: 09/30/2016 / Tacloban City</div></div>                                                                                                                                                                                               | <div><div></div><div>Signature (Sign inside the box)</div><div>03/02/2023</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>                                                                                                                                                                                                                                                                                                                 |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |          |                   |             |             |                    |             |             |                     |             |             |