

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) N/A	
MIDDLE NAME	Lacambra		
3. DATE OF BIRTH (mm/dd/yyyy)	03/04/1996	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Tacloban, 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	Apartment 92 Kilbourne Drive House/Block/Lot No. Street Visayas State University Pangasungan Subdivision/Village Barangay BAYBAY LEYTE 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 House/Block/Lot No. Street Barangay 110 (Utap) Subdivision/Village Barangay TACLOBAN CITY (Capital) LEYTE 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) 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) 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 (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	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

(Continue on separate sheet if necessary)

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 (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			
	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 (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (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) • Good in communication Skills				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/02/2023
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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>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												
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.: 0007791 Date/Place of Issuance: 09/30/2016 / Tacloban City	Signature (Sign inside the box) 03/02/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														