

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	Lao			
FIRST NAME	Vince	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Gonzales			
3. DATE OF BIRTH (mm/dd/yyyy)	11/01/1998	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	Cebu City, Cebu	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	221 Ramon Magsaysay Street House/Block/Lot No. Street Poblacion Zone 19 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
7. HEIGHT (m)	1.00	ZIP CODE	6521	
8. WEIGHT (kg)	59.00			
9. BLOOD TYPE	N/A		18. PERMANENT ADDRESS	House/Block/Lot No. Street
10. GSIS ID NO.	N/A		ZIP CODE	Subdivision/Village Barangay
11. PAG-IBIG ID NO.	N/A			City/Municipality Province
12. PHILHEALTH NO.	N/A			
13. SSS NO.	N/A	19. TELEPHONE NO.	09561495083	
14. TIN NO.	N/A	20. MOBILE NO.	N/A	
15. AGENCY EMPLOYEE NO.	V01161	21. E-MAIL ADDRESS (if any)	vince.lao@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LAO			
FIRST NAME	MARVIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MADRAZO			
25. MOTHER'S MAIDEN NAME	MAY GRACE DELA TORRE GONZALES			
SURNAME	LAO			
FIRST NAME	MAY GRACE			
MIDDLE NAME	GONZALES		(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	Grace Christian School	Elementary	2004	2010		2010	
SECONDARY	Visayas State University Laboratory High School	High School	2010	2014		2014	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2014	2018		2018	Magna Cum Laude
GRADUATE STUDIES	Visayas State University	Master of Management	2019	2021		2021	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2022
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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			
	Training on Google Classroom as a Learning Management System (LMS)	05/19/2020	05/21/2020	24	Instruction	UIIC Web Services, Visayas State University
	Developing, Pre-testing, Revising and Monitoring of IEC Material Training-Workshop	01/14/2020	01/16/2020	24	Instruction	Department of Food Science and Technology
	OBE Syllabus and Table of Specifications (TOS) Preparation and Review	12/19/2019	12/19/2019	5	Instruction	Department of Business and Management, Visayas State University
	Regional Forum on Economic and Financial Literacy	11/12/2019	11/12/2019	5	Technical	National Economic Development Authority RO8
	Stock 101: A Guide to First-Time Investors in the Philippine Stock Market	11/08/2019	11/08/2019	5	Technical	Department of Business and Management, Visayas State University
	Short course Training and Workshop on Food Value Chain	10/07/2019	10/11/2019	40	Technical	ASEAN, MAFF, VSU, DFST
	Training-Workshop on Parametric and Non-Parametric Analysis for Socio-Economic Research using SPSS	04/04/2019	04/05/2019	16	Technical	Visayas Socio-Economic Research and Data Anaystics Center (ViSERDAC)
	Training on How to Handle Sexual Harassment Cases in Campus	12/13/2018	12/14/2018	16	Technical	Visayas State University
	Training-Workshop on Socio-Economic Research Methods using R Studio	09/07/2018	09/07/2018	8	Technical	Visayas Socio-Economic Research and Data Anaystics Center (ViSERDAC)

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2022
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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, 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>Nilda T. Amestoso</td><td>VISCA, Baybay City, Leyte</td><td>9558639019</td></tr><tr><td>Analita Salabao</td><td>VISCA,BAYBAY CITY,LEYTE</td><td>9235191103</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Nilda T. Amestoso	VISCA, Baybay City, Leyte	9558639019	Analita Salabao	VISCA,BAYBAY CITY,LEYTE	9235191103			
NAME	ADDRESS	TEL. NO.												
Nilda T. Amestoso	VISCA, Baybay City, Leyte	9558639019												
Analita Salabao	VISCA,BAYBAY CITY,LEYTE	9235191103												
<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 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></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>DL</b></div><div>ID/License/Passport No.: <b>H1218001429</b></div><div>Date/Place of Issuance: <b>04/19/2018 / Baybay City, Leyte</b></div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>05/02/2022</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>														