

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	Ochavillo			
FIRST NAME	Edgardo	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Cequiña			
3. DATE OF BIRTH (mm/dd/yyyy)	04/18/1984	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Albuera, 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	540 F. Celedio House/Block/Lot No. Street Damula-an Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province	
7. HEIGHT (m)	1.65	ZIP CODE	6542	
8. WEIGHT (kg)	55.00			
9. BLOOD TYPE	B+		18. PERMANENT ADDRESS	540 F. Celedio House/Block/Lot No. Street Damula-an Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
10. GSIS ID NO.	2005687865		ZIP CODE	6542
11. PAG-IBIG ID NO.	001760027508			
12. PHILHEALTH NO.	130500928825			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	2704585230000	20. MOBILE NO.	946-803-2910	
15. AGENCY EMPLOYEE NO.	V01170	21. E-MAIL ADDRESS (if any)	edgardo.ochavillo@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	Ochavillo			
FIRST NAME	Edgardo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Dadobo			
25. MOTHER'S MAIDEN NAME	Judith G. Cequiña			
SURNAME	Cequiña			
FIRST NAME	Judith			
MIDDLE NAME	Galano		(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	Damulaan Central School	Elementary	1991	1997		1997	N/A
SECONDARY	Damulaan National High School	High School	1997	2001		2001	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Mindanao State University	Bachelor of Science in Mechanical Engineering	2001	2007		2007	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/27/2023
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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
	Mechanical Engineer	79.35	10/17/2007	Cebu City	0069642	04/18/2025

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	Instructor I	Visayas State University	29,449.00	12-2	Permanent	Y
08/05/2022		Instructor I	Visayas State University	27,892.00	12-2	Permanent	Y
06/03/2022		Instructor I	Visayas State University	27,608.00	12-1	Permanent	Y
01/01/2022		Instructor I	Visayas State University	27,608.00	12-1	Temporary	Y
08/01/2021	07/31/2022	Instructor I	Visayas State University	26,052.00	12-1	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,052.00	12-1	Temporary	Y
07/30/2020	07/31/2021	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
08/05/2019	12/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
06/01/2016	05/31/2017	Senior Science Research Specialist	Phil-LiDAR Project	43,600.00	-	Contractual	N
07/16/2014	05/31/2017	Research Associate	Phil-LiDAR Project	43,600.00	-	Contractual	N
01/02/2012	01/03/2013	Shift Supervisor	Robinsons Land Corporation	12,500.00	-	Permanent	N
04/16/2010	12/05/2011	Project Engineer	Watercare International Sales, Inc.	16,000.00	-	Permanent	N
01/29/2009	04/15/2010	Maintenance Engineer	Pulp Specialties Philippines, Inc.	7,500.00	-	Permanent	N
08/22/2008	12/31/2008	Engineering Aide	Astir Engineering Works, Inc.	6,000.00	-	Contractual	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/27/2023
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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			
	PSME National Conference	10/16/2019	10/19/2019	32	Technical	Visayas State University
	Integrated Water Resource Management	12/01/2015	12/03/2015	24	Technical	UNESCO-IHE
	PhilGeos Sympotium	11/19/2015	11/23/2019	40	Technical	UP Diliman
	Trimble GNSS Survey Training	08/24/2015	08/27/2015	32	Technical	Phil-LiDAR Project
	South GNSS Survey Training	08/17/2015	08/18/2015	16	Technical	Phil-LiDAR Project
	LAStools Workshop	01/26/2015	01/27/2015	16	Technical	Phil-LiDAR Project

(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)
	Song Writing		N/A		Philippine Society of Mechanical Engineers - Mandaue Chapter
	Playing Table Tennis				
	Playing Chess				
	Guitar Playing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/27/2023
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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: Finished Contract													
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>Rodolfo A. Casane</td><td>Albuera, Leyte</td><td>09463737017</td></tr><tr><td>Pastor P. Garcia</td><td>Visca, Baybay, Leyte</td><td>09206993889</td></tr><tr><td>Ronard G. Paña</td><td>Visca, Baybay, Leyte</td><td>09461949981</td></tr></table>				NAME	ADDRESS	TEL. NO.	Rodolfo A. Casane	Albuera, Leyte	09463737017	Pastor P. Garcia	Visca, Baybay, Leyte	09206993889	Ronard G. Paña	Visca, Baybay, Leyte	09461949981
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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													
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID/License/Passport No.: 0069642 Date/Place of Issuance: 08/08/2022 / Ormoc City		Signature (Sign inside the box) 04/27/2023 Date Accomplished Right Thumbmark													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath															