

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	Urate		
FIRST NAME	Christopher	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Apaitan		
3. DATE OF BIRTH (mm/dd/yyyy)	01/02/1977	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Cadiz Ivisan	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	Zone 3 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	1.00		
9. BLOOD TYPE	A-	18. PERMANENT ADDRESS	Zone 3 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(1
13. SSS NO.	N/A	20. MOBILE NO.	997-148-9205
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	cris.urate@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V01201		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	URATE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LIZA	NAME EXTENSION (JR., SR)	LYZA ANTONINA G. URATE	01/17/2008
MIDDLE NAME	GUCELA		CHRISTIE ZAIL G. URATE	05/15/2020
OCCUPATION	CLERK			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	URATE			
FIRST NAME	EDWIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ORBEIN			
25. MOTHER'S MAIDEN NAME	LUZ APAITAN			
SURNAME	APAITAN			
FIRST NAME	LUZ			
MIDDLE NAME	VALVAREZ		(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	VFES	Elementary	1983	1989		1989	N/A
SECONDARY	Experimental Rural High School	High School	1990	1994		1994	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/31/2023
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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			
	5S TRAINING for Utility and Messenger Personnel	11/24/2022	11/24/2022	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/22/2022	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Re-orientation of Employees Duties and Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "

(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	03/31/2023
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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 as OFW												
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>Janet Bencure</td><td>Visca Baybay City</td><td></td></tr><tr><td>Manuel Gacutan</td><td>Guadalupe Baybay City Leyte</td><td></td></tr><tr><td>Lualhati M. Noriel</td><td>Laguna City</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Janet Bencure	Visca Baybay City		Manuel Gacutan	Guadalupe Baybay City Leyte		Lualhati M. Noriel	Laguna City	
NAME	ADDRESS	TEL. NO.												
Janet Bencure	Visca Baybay City													
Manuel Gacutan	Guadalupe Baybay City Leyte													
Lualhati M. Noriel	Laguna City													
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: DL ID/License/Passport No.: H1218001005 Date/Place of Issuance: 12/28/2022 / Baybay City	Signature (Sign inside the box) 03/31/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														