

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	Cuevas		
FIRST NAME	Ganessa Rose	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Gongora		
3. DATE OF BIRTH (mm/dd/yyyy)	08/26/1998	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	Mandaluyong	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX AT BIRTH	<input type="checkbox"/> Male <input checked="" 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	Purok 2 House/Block/Lot No. Street Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.53	ZIP CODE	6521
8. WEIGHT (kg)	63.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Spillway House/Block/Lot No. Street Catublian Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province
10. UMID ID NO.		ZIP CODE	6608
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	912-097-4865
15. AGENCY EMPLOYEE NO.	V02002	21. E-MAIL ADDRESS (if any)	ganessa.cuevas@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Cuevas		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Joshua	NAME EXTENSION (JR., SR)	Jianna Rose G. Cuevas	07/18/2024
MIDDLE NAME	Bacason			
OCCUPATION	Computer Programmer			
EMPLOYER/BUSINESS NAME	VSU			
BUSINESS ADDRESS	ViSCA, Baybay City Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Gongora			
FIRST NAME	Danny	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Liguid			
25. MOTHER'S MAIDEN NAME	Clarita M. Libot			
SURNAME	Gongora			
FIRST NAME	Clarita			
MIDDLE NAME	Libot		(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	Catublian Elementary School	Elementary	2006	2012		2012	N/A
SECONDARY	Canipaan National High School	High School	2011	2015		2015	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Development Communication (Major in Community Broadcasting)	2015	2019		2019	Cum Laude
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/19/2025
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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		
	Student Leaders in Campus (SLINC) Visayas State University	08/01/2025	12/31/2025	255	Adviser
	Ambassadors for Christ - Campus Ministry VISCA, Baybay City Leyte	08/16/2018	06/10/2019	255	Vice-President

(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 Workshop on Evidence-Based Impact Assessment	08/12/2025	08/14/2025	24	Technical	VICARP
	GAD and Sexual Harassment in the Workplace	06/10/2025	06/10/2025	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training of Trainers on Gender and Development, held on March 25-27, 2025, in Marabut, Samar	03/25/2025	03/27/2025	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	36th Join VICARP and AFRREDN Regional Research, Development and Extension Symposium	11/27/2024	11/28/2024	16	Research	VICARP and RRDEN
	Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulation Act of 2016	11/26/2024	11/28/2024	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Strategic Communication Planning Workshop: Enhancing Communication Skills for Higher Education Institutions in the Philippines (StratCom4HEIs)	11/20/2023	11/24/2023	40	Technical	SEARCA-UPLB-CDC
	5th University Consortium Faculty Forum 2023	09/20/2023	09/22/2023	24	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	5th University Consortium Faculty Forum 2023	09/20/2023	09/22/2023	24	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2025 ISO 9001.2015 Awareness and Re-awareness Seminar	08/29/2023	08/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Knowledge Management Practitioner Certification Course	02/23/2023	07/08/2023	255	Managerial	Community and Corporate Learning for Innovation, Inc.
	Research Publication Ethics	11/15/2022	11/15/2022	8	Research	Research Academy On Campus, Elsevier
	2-day Regional Conference in lined with the celebration of the Mental Health Month	10/08/2022	10/09/2022	16	Instruction	Philippine Association of Practitioners of Student Affairs and Services, Region VIII, Inc. (PAPSAS - R8)
	Workshop for PART III and IV of the VSU Land Use Development and Infrastructure Plan Inbox	07/19/2022	07/22/2022	32	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Universities in Action! How Academic Communities Contribute to Achieving SDGs	07/28/2021	07/28/2021	8	Research	Elsevier Researcher Academy
	Webinar on Root System Architecture and Root and Tuber Crop Productivity: Novel Insights from the Sweetpotato	06/25/2021	06/25/2021	8	Technical	PhilRootcrops Training Center
	Best Practices in Writing and Publishing Your Research Paper-in Collaboration with DOST	04/16/2021	04/16/2021	4	Technical	Elsivier
	Capability Building of Farm Youth and Rural-Based Organizations on Livestock Production Technologies	07/17/2018	07/19/2018	24	Technical	"Department of Agriculture (DA) Regional Office "

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)
	Ability to work in harmony with co-workers		N/A		Philippine Association of Practitioners of Student Affairs and Services, Region VIII
	Ability to produce and handle radio programs )live or pre recorded				
	Gardening				
	Ability to work under pressure				
	Knowledge Management				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/19/2025
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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)?		<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>
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div>
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		CONTACT NO. AND/OR EMAIL
OFFICE / RESIDENTIAL ADDRESS		
Norman Villas		VSU
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>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>H1223000141</b></div> <div>Date/Place of Issuance: <b>11/30/-0001 / Baybay City</b></div>		<div></div> <div>Signature (Sign inside the box)</div> <div>09/19/2025</div> <div>Date Accomplished</div>
		<div>Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div></div> <div>Person Administering Oath</div>		