

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	LAYOLA		
FIRST NAME	LESTER	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GUARTE		
3. DATE OF BIRTH (mm/dd/yyyy)	01/05/1988	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Maasin City	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	purok 1 House/Block/Lot No. Street Santa Cruz Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	76.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Purok 4 House/Block/Lot No. Street Cabulihan Subdivision/Village Barangay MAASIN (Capital) SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	NULL
11. PAG-IBIG ID NO.	121201373331		
12. PHILHEALTH NO.	130001034317		
13. SSS NO.	0626440138	19. TELEPHONE NO.	(
14. TIN NO.	413564615	20. MOBILE NO.	091-640-7955
15. AGENCY EMPLOYEE NO.	V02019	21. E-MAIL ADDRESS (if any)	lester.layola@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LAYOLA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BRENDA	NAME EXTENSION (JR., SR)	ZEITH IVAN G. LAYOLA	03/18/2013
MIDDLE NAME	GUALBERTO		ZOEY IVORY G. LAYOLA	01/04/2019
OCCUPATION	Agriculturist			
EMPLOYER/BUSINESS NAME	Department of Agriculture (DA) Regional Office 8 –			
BUSINESS ADDRESS	Tacloban City			
TELEPHONE NO.				
24. FATHER'S SURNAME	LAYOLA			
FIRST NAME	EFREN	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	AROY			
25. MOTHER'S MAIDEN NAME	virginia c guarte			
SURNAME	GUARTE			
FIRST NAME	VIRGINIA			
MIDDLE NAME	CARINO		(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	Cabulihan Elem. School	Elementary	1995	2001		2001	N/A
SECONDARY	Guadalupe National High School	High School	2001	2005		2005	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Saint Joseph College	Bachelor of Science in Business Administration (Major in Human Resource development Management)	2020	2024	4 th year	2024	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/03/2025
-----------	--	------	------------

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			
	Public Financial Management Workshop 2024 (In-House)	09/18/2024	09/20/2024	32	Technical	DBM RO8 with VSU
	Training on Working Towards Personal Effectiveness	08/22/2023	08/25/2023	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Planning, Budgeting, and Expenditure Management in SUCs	05/16/2023	05/18/2023	20	Technical	Philippine Association of State Universities and Colleges
	Philippine Government Electronic Procurement System (PhilGEPS)	05/30/2022	05/31/2022	16	Technical	Visayas State University / e-blackboards learning and solutions inc.
	In-House Training on Republic Act 9184 and the 2016 Revised IRR	06/10/2019	06/12/2019	24	Technical	Visayas State University / GPPB-TSO

(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		Knights of Colombus – Baybay Council

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/03/2025
-----------	--	------	------------

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>JESSAMINE C. ECLEO</td><td>VSU- Main Campus</td><td>09985550106</td></tr><tr><td>Dilberto O. Ferraren</td><td>VSU, baybay city</td><td>09176341488</td></tr><tr><td>Alicia M. Flores</td><td>Guadalupe baybay city</td><td>09464928865</td></tr></table>			NAME	ADDRESS	TEL. NO.	JESSAMINE C. ECLEO	VSU- Main Campus	09985550106	Dilberto O. Ferraren	VSU, baybay city	09176341488	Alicia M. Flores	Guadalupe baybay city	09464928865
NAME	ADDRESS	TEL. NO.												
JESSAMINE C. ECLEO	VSU- Main Campus	09985550106												
Dilberto O. Ferraren	VSU, baybay city	09176341488												
Alicia M. Flores	Guadalupe baybay city	09464928865												
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: PAGIBIG ID/License/Passport No.: 121201373331 Date/Place of Issuance: 04/10/2018 / ormoc city	Signature (Sign inside the box) 02/03/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														