

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	Valenzona		
FIRST NAME	Raul Anthony	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Santiago		
3. DATE OF BIRTH (mm/dd/yyyy)	07/16/1987	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, 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	Zone 2 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	Zone 2 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	79.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	2005897506		
11. PAG-IBIG ID NO.	121048501996		
12. PHILHEALTH NO.	010510153753		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	949055796	20. MOBILE NO.	906-613-0739
15. AGENCY EMPLOYEE NO.	V02022	21. E-MAIL ADDRESS (if any)	raulanthony.valenzona@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	Valenzona			
FIRST NAME	Raul	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Fernandez			
25. MOTHER'S MAIDEN NAME	Erlinda Igot Santiago			
SURNAME	Valenzona			
FIRST NAME	Erlinda			
MIDDLE NAME	Santiago		(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	Visca Laboratory High School	Elementary	2001	2004	3rd Year	2004	N/A
SECONDARY	Dr. Geronimo B. Zaldivar Memorial School of Fisheries	High School	2004	2006	Graduated	2006	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2014	2017	Graduated	2017	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/12/2025
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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
	CSC Sub-Professional	80.70	10/13/2013	Saint Joseph College, Maasin City	N/A	N/A
	Non-Professional Driver's License		07/14/2017	LTO Regional Office, Baybay City	H1209000112	07/16/2022

(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						
01/01/2025	PRESENT	Administrative Aide IV	Visayas State University	16,833.00	4-1	Permanent	Y
02/01/2024		Administrative Aide IV	Visayas State University	16,209.00	4-1	Permanent	Y
02/01/2024		Administrative Aide IV	Visayas State University	15,586.00	4-1	Permanent	Y
01/01/2024	01/31/2024	Administrative Aide III	Visayas State University	15,265.00	3-1	Permanent	Y
01/01/2023	01/31/2024	Administrative Aide III	Visayas State University	14,678.00	3-1	Permanent	Y
10/17/2022		Administrative Aide III	Visayas State University	14,125.00	3-1	Permanent	Y
07/01/2022	10/16/2022	Administrative Aide III	Visayas State University	642.05	-	Casual	Y
07/01/2022	12/31/2022	Administrative Aide III	Visayas State University	642.05	-	Casual	Y
01/03/2022	06/30/2022	Administrative Aide III	Visayas State University	14,125.00	3-1	Casual	Y
01/01/2022	06/30/2022	Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
05/03/2021	06/30/2021	Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
05/03/2021	06/30/2021	Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
07/17/2017	04/30/2021	Clerk	Visayas State University	9,954.70	-	Job Order	N
06/01/2016	07/31/2016	Clerk	Visayas State University	5,720.00	-	Job Order	N
05/16/2011	05/31/2014	Utility/Messenger	Visayas State University	6,160.00	-	Job Order	N
11/17/2010	04/16/2011	Toll Teller	Skyway O&M Corporation	10,504.00	-	Contractual	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/12/2025
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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			
	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			
	"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"	02/23/2024	02/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/29/2023	08/29/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Frontliners and Excellent Customer Service	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure manuals and Guidelines	09/07/2022	10/07/2022	4	Technical	Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/30/2022	4	Technical	Visayas State University
	Internal Quality Audit Course based ISO 19011:2018 Auditing Guidelines	08/17/2022	08/19/2022	24	Technical	AGF Training & Consulting Group
	Documents Control and Records Management Training	09/21/2021	09/23/2021	32	Technical	AGF Training and Consulting Group
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	09/13/2021	09/13/2021	8	Technical	ODQA, Visayas State University
	Control you records before they control you: The basics of Records Management and Records Control	01/27/2021	01/27/2021	8	Technical	Department of Science and Technology - Science and Technology Information Institute
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	ODQA, Visayas State University
	Webinar on ISO Document Control	09/21/2020	09/21/2020	8	Technical	AGF Training and Consulting Group
	Documentation Training	01/17/2019	01/17/2019	8	Technical	AGF Consulting Group and Visayas State University
	Risk Assessment and ISO Process Documentation	01/16/2019	01/16/2019	8	Technical	AGF Consulting Group and Visayas State University
	Orientation on Basic Customer Service and Work Values	09/05/2017	09/05/2017	8	Technical	ODAHRD, Visayas State University
	Enterprise Resource Planning(ERP) workshop	03/04/2015	03/04/2015	8	Technical	DBM, Visayas State University
	Planning Workshop for Program Accreditation	02/04/2013	02/08/2013	64	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
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)		
	Driving two/four wheels vehicles	N/A		N/A		
	Computer Skills(Minor troubleshooting)					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/12/2025	

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: _____ End on 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>Milagros C. Bales</td><td>Bgry. Pangasugan, Baybay City</td><td>09424814524</td></tr><tr><td>Lualhati M. Noriel</td><td>VSU, Baybay City</td><td>0918 522 5669</td></tr><tr><td>Robelyn T. Piamonte</td><td>Brgy. Cogon, Baybay City, Leyte</td><td>563 0600 1034</td></tr></table>				NAME	ADDRESS	TEL. NO.	Milagros C. Bales	Bgry. Pangasugan, Baybay City	09424814524	Lualhati M. Noriel	VSU, Baybay City	0918 522 5669	Robelyn T. Piamonte	Brgy. Cogon, Baybay City, Leyte	563 0600 1034
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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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: PAGIBIG ID/License/Passport No.: 121048501996 Date/Place of Issuance: 11/30/-0001 / Ormoc City		Signature (Sign inside the box) 03/12/2025 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															