

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	Montalban		
FIRST NAME	April Ann	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Orio		
3. DATE OF BIRTH (mm/dd/yyyy)	04/07/1983	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	Cebu City	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	R. Magsaysay Ave. House/Block/Lot No. Street Poblacion Zone 21 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	3.00	18. PERMANENT ADDRESS	R. Magsaysay Ave. House/Block/Lot No. Street Poblacion Zone 21 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	75.00		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	(1
14. TIN NO.	N/A	20. MOBILE NO.	926-125-5157
15. AGENCY EMPLOYEE NO.	V02128	21. E-MAIL ADDRESS (if any)	april.montalban@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Montalban		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jerry	NAME EXTENSION (JR., SR)	Paolo Jeriel O. Montalban	07/28/2005
MIDDLE NAME	Lazaro		Athea Jerianne O. Montalban	08/13/2008
OCCUPATION	Self Employed		Jerry O. Montalban Jr.	11/03/2010
EMPLOYER/BUSINESS NAME			Prilry Gabrielle O. Montalban	06/28/2024
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Orio			
FIRST NAME	Romeo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Pepito			
25. MOTHER'S MAIDEN NAME	Robles			
SURNAME	Alima			
FIRST NAME	Dorolita			
MIDDLE NAME	Robles		(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	Baybay II Central School	Elementary	1990	1997		1997	N/A
SECONDARY	Baybay National High School	High School	1997	2000		2000	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University - Main Campus	Bachelor of Science in Agribusiness	2000	2004		2004	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/04/2025
-----------	--	------	------------

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			
	Seminar on Creating a Positive Workplace for VSU Employees: Integrating Physical and Mental Health Wellness	09/27/2024	09/27/2024	4	Technical	HRMO-LDHRAO
	Sparkling Spaces: Mastering the Art of Housekeeping	03/26/2024	03/26/2024	8	Technical	HRMO-LDHRAO
	"HRIS Software Onboarding"	12/06/2023	12/06/2023	8	Technical	HRMO-LDHRAO
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/29/2023	08/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	FOOD AND DRUGS ADMINISTRATION/LICENSE TO OPERATE APPLICATION SEMINAR	09/19/2022	09/19/2022	8	Technical	DTI & FDA
	PSYCHOLOGICAL FIRST AID (PFA) FOR VOLUNTEERS	01/23/2022	01/23/2022	8	Supervisory	UPVTC DIVISION OF SOCIAL SCIENCES
	INTRODUCTORY COURSE TO SAFE MANAGEMENT MEASURES IN THE WORKPLACE	01/12/2022	01/25/2022	24	Managerial	DTI & THAMES INTERNATIONAL
	EMPOWERING ENTREPRENEURS BASIC BUSINESS RECORDING	11/12/2019	11/12/2019	8	Technical	BPI FOUNDATION AND DTI
	FOOD SAFETY SEMINAR & ORIENTATION ON FDA/ILO CERTIFICATION	04/04/2019	04/05/2019	16	Technical	DTI
	DIGITALIZATION OF MSMEs	12/05/2018	12/05/2018	8	Technical	DTI
	BUSINESS MODEL CANVASS SEMINAR	08/18/2017	08/18/2017	8	Technical	DTI
	PRODUCT ASSESSMENT AND INNOVATION	08/11/2017	08/11/2017	8	Technical	DTI

(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		BAYBAY CITY PRODUCERS COOPERATIVE
					BAYBAY CITY CHAMBERS INCORPORATED
					BAHANDI PRODUCERS ASSOCIATION EASTERN VISAYAS COOPERATIVE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/04/2025
-----------	--	------	------------

<div>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>		<div><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></div>												
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<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>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<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>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>JOSE L. BACUSMO</td><td>BRGY. SANTA CRUZ, BAYBAY CITY, LEYTE</td><td>09686906880</td></tr><tr><td>ELMIRA Y. BAÑOC</td><td>BRGY. MARCOS BAYBAY CITY, LEYTE</td><td>09308047990</td></tr><tr><td>MIRIAM M. DE LA TORRE</td><td>BRGY. HIPUSNGO, BAYBAY CITY, LEYTE</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	JOSE L. BACUSMO	BRGY. SANTA CRUZ, BAYBAY CITY, LEYTE	09686906880	ELMIRA Y. BAÑOC	BRGY. MARCOS BAYBAY CITY, LEYTE	09308047990	MIRIAM M. DE LA TORRE	BRGY. HIPUSNGO, BAYBAY CITY, LEYTE	
NAME	ADDRESS	TEL. NO.												
JOSE L. BACUSMO	BRGY. SANTA CRUZ, BAYBAY CITY, LEYTE	09686906880												
ELMIRA Y. BAÑOC	BRGY. MARCOS BAYBAY CITY, LEYTE	09308047990												
MIRIAM M. DE LA TORRE	BRGY. HIPUSNGO, BAYBAY CITY, LEYTE													
<div>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>		<div><div><div>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</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>												
<div><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: VSU ID</div><div>ID/License/Passport No.: V02128</div><div>Date/Place of Issuance: 10/04/2023 / VSU, Baybay City, Leyte</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>04/04/2025</div><div>Date Accomplished</div></div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>														