

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	LIONG		
FIRST NAME	LIONEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	HOYLA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/22/1982	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	Brgy. Sto. Rosario
7. HEIGHT (m)	1.68	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	67.00		Sitio Lapawon Santo Rosario
9. BLOOD TYPE	B+		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		BAYBAY LEYTE
11. PAG-IBIG ID NO.	121208787300		City/Municipality Province
12. PHILHEALTH NO.	130501445194	ZIP CODE	6521
13. SSS NO.	N/A	18. PERMANENT ADDRESS	Brgy. Sto. Rosario
14. TIN NO.	461237968	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V02142		Sitio Lapawon Santo Rosario
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	935-947-9563
		21. E-MAIL ADDRESS (if any)	liong.lionel@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Villacura		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Christal	NAME EXTENSION (JR., SR)	Charliel John V. Liong	04/05/2012
MIDDLE NAME	Alcasoda		Charl Lionard V. Liong	07/11/2022
OCCUPATION	ALS Teacher			
EMPLOYER/BUSINESS NAME	Senior High			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Liong			
FIRST NAME	Luciano	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Gucela			
25. MOTHER'S MAIDEN NAME	Belina Balad Hoyla			
SURNAME	Liong			
FIRST NAME	Belina			
MIDDLE NAME	Hoyla		(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 South Central School	Elementary	1992	1995		1995	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1995	1999		1999	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Franciscan College of Immaculate Conception	Associate in Computer Technology	1999	2010	147 units	2010	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/18/2025
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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			
	Basic Life Support with CPR 2020 Guidelines with AED, Foreign Body Airway Obstruction and Bag Valve Mask Applications, Occupational First Aide Training	03/12/2024	03/14/2024	32	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	HRIS Software Onboarding	12/06/2023	12/06/2023	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	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	02/15/2023	02/15/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	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	09/07/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR	04/07/2022	04/07/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Workshop on Revisiting the Strategic Plan of ODAS & GSO	03/16/2022	03/17/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation Workshop Among JO Clerks & Laboratory Technicians	01/15/2018	01/15/2018	8	Technical	"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)
	Basic in Computer Troubleshooting		N/A		AdPA VSU Visca
	BASKETBALL				Singles for Christ
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills				
	Typing/Encoding				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/18/2025
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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)?		☐ 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>JENNIFER E. ANDO</td><td>VSU, VISCA BAYBAY CITY, LEYTE</td><td>917-656-9577</td></tr><tr><td>HONEY SOFIA V. COLIS</td><td>VSU, VISCA BAYBAY CITY, LEYTE</td><td>IP 1080</td></tr><tr><td>MA. FE L. GAYANILO</td><td>VSU, VISCA BAYBAY CITY, LEYTE</td><td>977-831-3300</td></tr></table>			NAME	ADDRESS	TEL. NO.	JENNIFER E. ANDO	VSU, VISCA BAYBAY CITY, LEYTE	917-656-9577	HONEY SOFIA V. COLIS	VSU, VISCA BAYBAY CITY, LEYTE	IP 1080	MA. FE L. GAYANILO	VSU, VISCA BAYBAY CITY, LEYTE	977-831-3300
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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 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: TIN ID/License/Passport No.: 461237968 Date/Place of Issuance: 11/30/-0001 / ORMOC CITY	Signature (Sign inside the box) 06/18/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														