

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	ELE		
FIRST NAME	NINO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BALBERO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/15/1985	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	ISABEL, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX AT BIRTH	<input checked="" type="checkbox"/> Male <input 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	N/A N/A House/Block/Lot No. Street Sitio Can-Isco Tabunok Subdivision/Village Barangay ISABEL LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6539
8. WEIGHT (kg)	99.00	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street Sitio Can-Isco Tabunok Subdivision/Village Barangay ISABEL LEYTE City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6539
10. UMID ID NO.		19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	104000905435	20. MOBILE NO.	998-545-0882
12. PHILHEALTH NO.	120506401831	21. E-MAIL ADDRESS (if any)	nino.ele@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ELE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AUREA ANNE	NAME EXTENSION (JR., SR)	CHLOE ARIANNA J. ELE	11/29/2016
MIDDLE NAME	JABALLA		CHAD ANGELO J. ELE	01/07/2023
OCCUPATION	PART-TIME INSTRUCTOR		JAN ANDREI J. ELE	01/08/2024
EMPLOYER/BUSINESS NAME	EASTERN VISAYAS STATE UNIVERSITY ORMOC			
BUSINESS ADDRESS	Brgy. Don Felipe, Ormoc City, Philippines			
TELEPHONE NO.				
24. FATHER'S SURNAME	ELE			
FIRST NAME	ROMELITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ROCHE			
25. MOTHER'S MAIDEN NAME	GUCELA			
SURNAME	ELE			
FIRST NAME	IMELDA			
MIDDLE NAME	BALBERO		(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	DOANE BAPTIST SCHOOL	Elementary	1993	1998		1998	N/A
SECONDARY	DOANE BAPTIST SCHOOL	Secondary Education	1998	2022		2022	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of Cebu - Main Campus	Bachelor of Science in Information Technology	2003	2007		2007	N/A
GRADUATE STUDIES	Asian Development College Foundation	Master in Information Technology	2013	2016		2016	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/24/2025
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IV. CIVIL SERVICE ELIGIBILITY

27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Valid Until
	N/A	N/A	N/A	N/A	N/A	N/A

(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		Instructor III	Visayas State University - Isabel	37,024.00	14-1	Permanent	Y
01/01/2025		Instructor III	Visayas State University - Isabel	37,024.00	14-1	Permanent	Y
01/01/2024	12/31/2024	Instructor III	Visayas State University - Isabel	35,434.00	14-1	Permanent	Y
01/01/2023	12/31/2023	Instructor III	Visayas State University - Isabel	33,843.00	14-1	Permanent	Y
09/15/2022	12/31/2022	Instructor III	Visayas State University - Isabel	32,321.00	14-1	Permanent	Y
01/01/2022	09/14/2022	Instructor I	Visayas State University - Isabel	28,180.00	12-3	Permanent	Y
01/01/2021	12/31/2021	Instructor I	Visayas State University - Isabel	26,624.00	12-3	Permanent	Y
01/01/2020	12/31/2020	Instructor I	Visayas State University - Isabel	25,067.00	12-3	Permanent	Y
01/01/2020	01/01/2020	Instructor I	Visayas State University - Isabel	24,779.00	12-2	Permanent	Y
01/01/2019	12/31/2019	Instructor I	Visayas State University - Isabel	23,222.00	12-2	Temporary	Y
01/01/2018	12/31/2018	Instructor I	Visayas State University - Isabel	22,410.00	12-2	Temporary	Y
01/01/2017	12/31/2017	Instructor I	Visayas State University - Isabel	21,626.00	12-2	Temporary	Y
01/01/2017	01/01/2017	Instructor I	Visayas State University - Isabel	20,870.00	12-2	Temporary	Y
01/01/2016	12/31/2016	Instructor I	Visayas State University - Isabel	20,651.00	12-1	Temporary	Y
06/01/2015	12/31/2016	Instructor I	Visayas State University - Isabel	19,940.00	-	Temporary	Y
06/01/2014	05/31/2015	Instructor I	Visayas State University - Isabel	19,940.00	-	Temporary	Y
01/01/2014	05/31/2014	Instructor I	Visayas State University - Isabel	19,940.00	-	Temporary	Y
06/01/2013	12/31/2013	Instructor I	Visayas State University - Isabel	1,661.67	-	Contractual	Y
12/20/2012	05/31/2013	Instructor I	Visayas State University - Isabel	1,661.67	-	Contractual	Y
11/05/2012	12/19/2012	Instructor	Visayas State University - Isabel	120.00	-	Part-Time	Y
06/04/2012	10/09/2012	Instructor	Visayas State University - Isabel	120.00	-	Part-Time	Y
11/09/2011	03/31/2012	Instructor	Visayas State University - Isabel	120.00	-	Part-Time	Y
06/06/2011	10/07/2011	Instructor	Visayas State University - Isabel	120.00	-	Part-Time	Y
04/11/2011	05/27/2011	Instructor	Visayas State University - Isabel	100.00	-	Part-Time	Y
11/11/2010	04/04/2011	Instructor	Visayas State University - Isabel	100.00	-	Part-Time	Y
06/07/2010	10/19/2010	Instructor	Visayas State University - Isabel	100.00	-	Part-Time	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/24/2025
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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			
	Seminar-Workshop on SPMS	09/15/2025	09/15/2025	8	Managerial	Visayas State University - Main Campus
	Training Writeshop on Drafting Bibliographic Analysis for Scopus Publication	09/04/2025	09/04/2025	8	Research	VISAYAS STATE UNIVERSITY ISABEL
	Seminar -Workshop on Academic Practice (SWAP)	08/20/2025	08/20/2025	8	Instruction	VISAYAS STATE UNIVERSITY ISABEL
	VSU E-LEARNING ENVIRONMENT, TURNITIN, AND JOVE WORKSHOP	08/13/2025	08/13/2025	8	Instruction	VISAYAS STATE UNIVERSITY ISABEL
	BOSH SO1	08/08/2025	09/08/2025	16	Technical	VISAYAS STATE UNIVERSITY ISABEL
	Conduct of Training as Trainers of Comelec DESO Technical Support Personnel	02/17/2025	02/21/2025	80	Technical	MIRU Systems, COMELEC
	Orientation and Seminar-Workshop on Aligning Organization and People and Target Setting	01/13/2025	01/14/2025	16	Supervisory	Visayas State University Main Campus
	DESO-TSS Trainers Training Program	11/23/2024	11/24/2024	8	Technical	MIRU Systems, COMELEC
	Scenario-Based and Strategic Planning Workshop	07/15/2024	07/26/2024	40	Technical	Visayas State University Main Campus
	"Gender Sensivity Orientation for VSU Faculty and Staff"	09/18/2023	09/19/2023	16	Supervisory	Visayas State University Main Campus
	Workshop on the Implementation of the CHED Automated Program Application System	09/12/2023	09/13/2023	16	Technical	CHED REGION VIII
	College Curriculum Review	07/18/2023	07/18/2023	4	Supervisory	VISAYAS STATE UNIVERSITY ISABEL
	PSITE EV Regional Convention	06/29/2023	06/30/2023	16	Technical	PSITE Region 8, VSU Main
	Workshop in Syllabi Making, TOS Preparation and Assessment Evaluation	02/23/2023	02/23/2023	8	Instruction	VISAYAS STATE UNIVERSITY ISABEL
	Choosing the Right Journal for your Research Publication	09/09/2022	09/09/2022	4	Technical	DOST PCIEERD
	VSU Faculty Onboaring "Padayon VSU"	02/07/2022	02/08/2022	16	Instruction	Visayas State University Main Campus
	Basic Fire Safety Technique using Fire Extinguisher	11/23/2021	11/23/2021	4	Technical	VISAYAS STATE UNIVERSITY ISABEL

PLEASE SEE ATTACHMENT B

(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)
	Photography		N/A		N/A
	Travelling and Visiting/Understanding different places and cultures				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/24/2025
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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		OFFICE / RESIDENTIAL ADDRESS
CONTACT NO. AND/OR EMAIL		
Richard C. Aballe		Brgy. Marvel, Isabel, Leyte
09190852485		
Germaine C. Argoncillo		Tolingon, Isabel, Leyte
09190740573		
Fevie A. Garcia		Matlang, Isabel, Leyte
09277155704		
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.) <b>PLEASE INDICATE ID Number and Date of Issuance</b></div> <div>Government Issued ID: <b>DL</b></div> <div>ID/License/Passport No.: <b>G0103299271</b></div> <div>Date/Place of Issuance: <b>01/20/2022 / Palompon, Leyte</b></div>		<div>Signature (Sign inside the box)</div> <div>09/24/2025</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>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>		