

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	Ballebas		
FIRST NAME	Rhea	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Prios		
3. DATE OF BIRTH (mm/dd/yyyy)	08/30/1994	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX AT BIRTH	☐ Male ☒ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.50	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	63.00		Subdivision/Village Barangay
9. BLOOD TYPE	O		City/Municipality Province
10. UMID ID NO.			
11. PAG-IBIG ID NO.	121306004787		
12. PHILHEALTH NO.	132503551334	18. PERMANENT ADDRESS	
13. PhilSys NO. (PSN)		ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	375243908000		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V02964		City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	963-052-2580
		21. E-MAIL ADDRESS (if any)	rhea.ballebas@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	BALLEBAS			
FIRST NAME	DOMINADOR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GUELA			
25. MOTHER'S MAIDEN NAME	PRIOS, ULDARICA DESIO			
SURNAME	BALLEBAS			
FIRST NAME	ULDARICA			
MIDDLE NAME	PRIOS		(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	Patag Elementary School	Elementary	2000	2006		2006	N/A
SECONDARY	Cabuyao National High School	High School	2007	2014		2014	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2017	2021		2021	Cum Laude
GRADUATE STUDIES	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
	CS Prof	81.51	03/26/2023	Ormoc City	N/A	N/A
	PD907: Honor Graduate Eligibility		N/A	Visayas Sate University	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						
07/01/2025	PRESENT	Administrative Aide IV	Visayas State University	16,833.00	4-1	Permanent	Y
07/01/2025		Administrative Aide IV	Visayas State University	16,833.00	4-1	Permanent	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
07/01/2022		Job Order	Visayas State University	553.40	-	Job Order	Y
05/09/2022	07/08/2022	Accounting Staff	Panny's Homebake Products Inc.	6,000.00	-	Temporary	N
02/01/2016	12/16/2016	Saleslady, Inventory, Cashier	Buko Madness Shake Station	3,500.00	-	Temporary	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/24/2025
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VI. VOLUNTARY WORK OR INVOLEMENT 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 on the BOR Approved Internal Audit Framework	05/27/2025	05/27/2025	8	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation on Financial Management Transactions in VSU	05/13/2025	05/13/2025	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Strategic Document Control: Orientation & Reorientation for VSU's ISO 9001:2015 Readiness	08/19/2024	08/19/2024	3	Technical	Quality Assurance Center, Visayas State University
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Managerial	National Archives of the Philippines (NAP)
	"From Policy to Practice": EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	07/29/2024	07/29/2024	8	Technical	Administrative Services Office, VSU
	"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"	02/23/2024	02/23/2024	8	Technical	Administrative Services Office, VSU
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	08/29/2023	08/29/2023	5	Technical	Office of the Director for Quality Assurance, Visayas State University
	MENTAL HEALTH WELLNESS PROGRAM	04/25/2023	04/25/2023	4	Research	HUMAN RESOURCE MANAGEMENT OFFICE, VISAYAS STATE UNIVERSITY
	Exploring Initiatives in Solving Water and Sanitation Crisis	03/22/2023	03/22/2023	5	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Layo na, pero layo pa: Conversions on Creating a Gender-Equal and Socially-Inclusive University	03/08/2023	03/08/2023	6	Instruction	VSU Gender Resource Center
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	02/22/2023	02/22/2023	5	Supervisory	Office of the Director for Quality Assurance, Visayas State University
	Orientation and Proper Application of ARTA Whole-of-Government (WOG) Reengineering Manual	01/26/2023	01/26/2023	4	Instruction	Office of the Head for Records & Archives(OHRA), Visayas State University
	OVPAP Strategic Planning	01/12/2023	01/12/2023	8	Instruction	Office of the Vice-President for Administration and Finance, Visayas State University
	Orientation/Re-orientation of Duties and Responsibilities of ddRRCs and AdDRCs, and Cascading of Documents and Records Control Procedure manuals and Guidelines	09/07/2022	09/07/2022	4	Instruction	Office of the Director for Quality Assurance, Visayas State University
	ISO Awareness & Re-Awareness Seminar	08/31/2022	08/31/2022	4	Instruction	Office of the Director for Quality Assurance, Visayas State University

(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)
	Accounting		N/A		N/A
	Ability to work in harmony with co-workers				
	Clerical Skills				
	- Basic computer literacy skills - Time Management skills - Positive and can work independently				
	Conduct field works				
	DOCUMENT RECORDS CONTROL				
	Document and Records Management				

(Continue on separate sheet if necessary)

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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)		
NAME		OFFICE / RESIDENTIAL ADDRESS
CONTACT NO. AND/OR EMAIL		
Luvilla G. Alcober		BRGY. GABAS, BAYBAY CITY, LEYTE
09183825264		
Honey Sofia V. Colis		Brgy. Guadalupe, Baybay City Leyte
09176341490		
JENEFER B. JAYME		BRGY. HIBUNAWAN, BAYBAY CITY, LEYTE
09942250637		
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.		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: TIN ID/License/Passport No.: 375243908000 Date/Place of Issuance: 07/29/2020 / Ormoc City		Signature (Sign inside the box) 09/24/2025 Date Accomplished
		Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm PHOTO
		Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		