

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	Cuevas		
FIRST NAME	Joshua	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Bacason		
3. DATE OF BIRTH (mm/dd/yyyy)	07/22/1991	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH		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	Purok 2 House/Block/Lot No. Street Gabas Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.72	ZIP CODE	6521
8. WEIGHT (kg)	94.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
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.	969-070-7273
15. AGENCY EMPLOYEE NO.	VJO00269	21. E-MAIL ADDRESS (if any)	joshua.cuevas@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Cuevas		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ganessa Rose	NAME EXTENSION (JR., SR)	Gianna Rose Gongora Cuevas	07/18/2024
MIDDLE NAME	Gongora			
OCCUPATION	Media Production Specialist			
EMPLOYER/BUSINESS NAME	Visayas State University - Main Campus			
BUSINESS ADDRESS				
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Cuevas			
FIRST NAME	Jose	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Francisco			
25. MOTHER'S MAIDEN NAME	Salome Camarote Bacason			
SURNAME	Cuevas			
FIRST NAME	Salome			
MIDDLE NAME	Bacason		(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	Concepcion Elementary School	Elementary	1998	2004		2004	N/A
SECONDARY	Valencia National High School	Secondary Education	2004	2008		2008	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Computer Science	2009	2013		2013	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/23/2024
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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			
	DICT-WD002 Using HTML and CSS to Design a Website	02/14/2024	02/14/2024	8	Technical	DICT - Learning Management System (LMS)
	DICT-WD001 Principles of Web Development and Introduction to HTML	02/07/2024	02/07/2024	8	Technical	DICT - Learning Management System (LMS)
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	Visayas State University
	Python Programming Essentials Course	10/02/2023	10/06/2023	40	Technical	Department of Information and Communications Technology (DICT) - Region 8
	Web Development for Web Developers	09/18/2023	09/22/2023	40	Technical	Department of Information and Communications Technology (DICT) - Region 8
	Cyber Security Workshop	12/18/2019	12/19/2019	16	Technical	Bienvenido S. Basal
	Laravel: Advance Training for HRMIS	10/21/2019	10/22/2019	16	Technical	Visayas State University
	Orientation Workshop Among JO Clerks & Laboratory Technicians	01/15/2019	01/15/2019	8	Technical	Office of the Director for Human Resource Management
	Target Setting Workshop	08/20/2018	08/21/2018	16	Technical	Office of the Director for Human Resource Management
	Advance Android Application Development	07/01/2017	07/03/2017	24	Technical	Income Creating Opportunities thru Technology Project Information & Communication Technology
	Introduction to Android Application Development	06/06/2013	06/08/2013	24	Technical	Income Creating Opportunities thru Technology Project Information & Communication Technology

(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		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/23/2024
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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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 09/23/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														