

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	Juntilla		
FIRST NAME	Rafael Rosario	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Alvarado		
3. DATE OF BIRTH (mm/dd/yyyy)	10/08/1967	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	City of Baybay	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	219 M.L. Quezon St. House/Block/Lot No. Street Poblacion Zone 8 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.65	ZIP CODE	6521
8. WEIGHT (kg)	80.00		
9. BLOOD TYPE	A-	18. PERMANENT ADDRESS	219 M.L. Quezon St. House/Block/Lot No. Street Poblacion Zone 8 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	170000069286		
12. PHILHEALTH NO.	130000729176	19. TELEPHONE NO.	N/A
13. SSS NO.	0614558003	20. MOBILE NO.	926-454-2768
14. TIN NO.	167958366000	21. E-MAIL ADDRESS (if any)	rafael.juntilla@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	VJO00445		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Juntilla	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Rosalina	NAME EXTENSION (JR., SR)	Bellvicky Rose C. Juntilla 10/22/1988
MIDDLE NAME	Caranzo		Ralph Robert C. Juntilla 05/08/1996
OCCUPATION	NA		
EMPLOYER/BUSINESS NAME	NA		
BUSINESS ADDRESS	NA		
TELEPHONE NO.			
24. FATHER'S SURNAME	Juntilla		
FIRST NAME	Silveriano	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Derecho		
25. MOTHER'S MAIDEN NAME	Victoria Mantua Alvarado		
SURNAME	Juntilla		
FIRST NAME	Victoria		
MIDDLE NAME	Alvarado	(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	Franciscan College of Immaculate Conception	Elementary	1974	1980	Elementary	1980	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1980	1984	High School	1984	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of the Visayas	Bachelor of Science in Electrical Engineering	1985	1991		1991	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/02/2025
-----------	--	------	------------

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		
	Philippine Jaycees Incorporated Manila, Philippines	06/06/1994	12/31/1998	8	Voluntary

(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			
	"HRIS Software Onboarding"	12/06/2023	12/06/2023	8	Technical	VSU-HRMO
	5S Revolution for Clerks & Heads	11/29/2023	11/29/2023	3	Instruction	Office of the Vice-President for Administration and Finance, Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	HANDS ONLY CARDIOPULMONARY RESUSCITATION	07/22/2022	07/22/2022	2	Technical	(DOH) Department of Health

(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)
	Driving two/four wheels vehicles		N/A		N/A
	ELECTRICAL INSTALLATION				
	Electrician				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/02/2025
-----------	--	------	------------

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 ☐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>Jose Bacusmo</td><td>VSU, City Of Baybay</td><td>09283496536</td></tr><tr><td>Honey Sofia V. Colis</td><td>Brgy. Guadalupe, City of Baybay</td><td></td></tr><tr><td>Meriam M. Dela Torre</td><td>Brgy. Hipusngo, City of Baybay, Leyte</td><td></td></tr></table>					NAME	ADDRESS	TEL. NO.	Jose Bacusmo	VSU, City Of Baybay	09283496536	Honey Sofia V. Colis	Brgy. Guadalupe, City of Baybay		Meriam M. Dela Torre	Brgy. Hipusngo, City of Baybay, Leyte	
NAME	ADDRESS	TEL. NO.														
Jose Bacusmo	VSU, City Of Baybay	09283496536														
Honey Sofia V. Colis	Brgy. Guadalupe, City of Baybay															
Meriam M. Dela Torre	Brgy. Hipusngo, City of Baybay, Leyte															
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.: 167958366000 Date/Place of Issuance: 06/27/1994 / Baybay,Leyte		Signature (Sign inside the box) 01/02/2025 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																