

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 | Tuyan | | |
| FIRST NAME | Windy | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | Ocoy | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 09/13/1993 | 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 | Brgy. Maslug Baybay City Leyte | If holder of dual citizenship, please indicate the details. | Philippines |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | | |
| 6. CIVIL STATUS | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | Purok 4 House/Block/Lot No. _____ Street _____ Maslug Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ |
| 7. HEIGHT (m) | 1.60 | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 55.00 | 18. PERMANENT ADDRESS | Purok 4 House/Block/Lot No. _____ Street _____ Maslug Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ |
| 9. BLOOD TYPE | N/A | ZIP CODE | 6521 |
| 10. GSIS ID NO. | N/A | 19. TELEPHONE NO. | (1 |
| 11. PAG-IBIG ID NO. | N/A | 20. MOBILE NO. | 997-542-1103 |
| 12. PHILHEALTH NO. | N/A | 21. E-MAIL ADDRESS (if any) | windy.tuyan@vsu.edu.ph |
| 13. SSS NO. | N/A | | |
| 14. TIN NO. | N/A | | |
| 15. AGENCY EMPLOYEE NO. | VJO00818 | | |

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 |
| MIDDLE NAME | N/A | | | |
| OCCUPATION | N/A | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | TUYAN | | | |
| FIRST NAME | EPEFANIO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | OMAPAS | | | |
| 25. MOTHER'S MAIDEN NAME | VILMA TIGBAWAN OCOY | | | |
| SURNAME | TUYAN | | | |
| FIRST NAME | VILMA | | | |
| MIDDLE NAME | OCOY | | | |

(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 | Maslug Elementary School | Elementary | 2000 | 2006 | | 2006 | N/A |
| SECONDARY | Bitanluan National High School | High School | 2006 | 2010 | | 2010 | N/A |
| VOCATIONAL/ TRADE COURSE | N/A | | | | | | |
| COLLEGE | Visayas State University | Bachelor in Elementary Education (Major in General Education) | 2012 | 2016 | | 2016 | N/A |
| GRADUATE STUDIES | N/A | | | | | | |

(Continue on separate sheet if necessary)

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| SIGNATURE | | DATE | 01/26/2023 |
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IV. CIVIL SERVICE ELIGIBILITY

| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) | |
|--|---------------------------|----------------------------------|-----------------------------------|-------------------------|------------------|
| | | | | NUMBER | Date of Validity |
| N/A | N/A | N/A | N/A | N/A | N/A |
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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) |
|-------------------------------------|---|-----|---|----------------|--|-----------------------|----------------------|
| | | | | | | | |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
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| SIGNATURE | DATE | 01/26/2023 |
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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 |
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(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 and Re-Orientation of Duties and Responsibilities of ddRC's and adRC's and Cascading of Documents and Records Control Procedural Manuals (PM) and Guidelines (GL) | 09/07/2022 | 09/07/2022 | 4 | Managerial | Office of the Director for Quality Assurance, Visayas State University |
| | ISO Awareness & Re-Awareness Seminar | 08/30/2022 | 08/30/2022 | 4 | Instruction | Office of the President, Visayas State University |
| | Document Tracking System | 11/13/2020 | 11/13/2020 | 3 | Technical | Human Resource Information System, Visayas State University |
| | Training on Identification of proper and complete items Technical specification and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS). | 08/28/2020 | 08/28/2020 | 3 | Technical | Supply, Procurement and Property Management Information System (SPPMIS), VSU |
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VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|----------------------------|-----|--|-----|---|
| | COMPUTER SKILLS | | N/A | | N/A |
| | Typing | | | | |
| | Singing | | | | |
| | Playing Basketball | | | | |
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(Continue on separate sheet if necessary)

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|------------------|--|-------------|------------|
| SIGNATURE | | DATE | 01/26/2023 |
|------------------|--|-------------|------------|

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? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? 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)? YES NO

If YES, give details: _____

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: _____

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? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

If YES, please specify ID No _____

c. Are you a solo parent? YES NO

If YES, please specify ID No _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

| NAME | ADDRESS | TEL. NO. |
|---------------------|------------|-------------|
| Ulderico Alviola | VSU BAYBAY | 09778512000 |
| EDITHA G. CAGASAN | VSU BAYBAY | |
| Jed Asaph D. Cortes | VSU BAYBAY | |

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

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: **N/A**

ID/License/Passport No.: **N/A**

Date/Place of Issuance: **N/A**

Signature (Sign inside the box)

01/26/2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath