

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	Batistil		
FIRST NAME	Margareth	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Tagra		
3. DATE OF BIRTH (mm/dd/yyyy)	07/18/1990	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Maasin city	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	LCCN RESIDENCE House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	2.25	ZIP CODE	6521
8. WEIGHT (kg)	57.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	LCCN RESIDENCE House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	939-756-5815
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	margareth.batistil@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	VJO01368		

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	PRECIOUS ANNE B. PERNITO	07/24/2016
MIDDLE NAME	N/A		CHRIST AUGUSTUS B. PERNITO	08/13/2023
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BATISTIL			
FIRST NAME	ARGE0	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TAGRA			
25. MOTHER'S MAIDEN NAME	TAGRA			
SURNAME	BATISTIL			
FIRST NAME	ANITA			
MIDDLE NAME	TAGRA		(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	N/A						
SECONDARY	N/A						
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Agribusiness	2009	2021	GRADUATED	2021	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master in Business Management	2022		9 UNITS		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/24/2024
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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			
	ISO 9001: 2015 AWARENESS/RE-AWARENESS SEMINAR	09/09/2024	09/09/2024	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Gender Sensivity Orientation for VSU Faculty and Staff"	04/12/2024	04/12/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"	02/23/2024	02/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"HRIS Software Onboarding"	12/06/2023	12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Unlocking Excellence: 5S Revolution for Clerks and Heads at the Visayas State University	11/29/2023	11/29/2023	8	Technical	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)	
	Auditing, Book Keeping, Counseling, Driving and Computer Operation		N/A		N/A	
	Driving Motorcycle					
	Administrative Services Management					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	10/24/2024	

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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>NILDA T. AMESTOSO</td><td>VISCA, BAYBAY, CITY, LEYTE</td><td></td></tr><tr><td>ERNESTO F. BULAYOG</td><td>VISCA, BAYBAY, CITY, LEYTE</td><td>9987285206</td></tr><tr><td>JUNECEL P. CADIZ</td><td>BRGY. PATAG, BAYBAY CITY, LEYTE</td><td>9206743685</td></tr></table>			NAME	ADDRESS	TEL. NO.	NILDA T. AMESTOSO	VISCA, BAYBAY, CITY, LEYTE		ERNESTO F. BULAYOG	VISCA, BAYBAY, CITY, LEYTE	9987285206	JUNECEL P. CADIZ	BRGY. PATAG, BAYBAY CITY, LEYTE	9206743685
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JUNECEL P. CADIZ	BRGY. PATAG, BAYBAY CITY, LEYTE	9206743685												
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) 10/24/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														