

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	Pabroquez		
FIRST NAME	Grecilda	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Fernandez		
3. DATE OF BIRTH (mm/dd/yyyy)	02/04/2000	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	☐ Male ☒ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Zone 4 House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.56	ZIP CODE	6521
8. WEIGHT (kg)	65.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Zone 4 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.	132503493237		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	970-089-8470
15. AGENCY EMPLOYEE NO.	VJO02081	21. E-MAIL ADDRESS (if any)	grecilda.pabroquez@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	Pabroquez			
FIRST NAME	Raul	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Abanera			
25. MOTHER'S MAIDEN NAME	Grace Gucela Fernandez			
SURNAME	Pabroquez			
FIRST NAME	Grace			
MIDDLE NAME	Fernandez		(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	2006	2012		2012	N/A
SECONDARY	Baybay National High School	Junior High School	2012	2016		2016	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Agribusiness	2018	2022		2022	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/08/2024
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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		
	Civic Welfare Training Program (CWTS)- National Service Training Program (NSTP) Visayas State University	06/01/2018	12/31/2018	4	Student
	Holy Spirit Parish Visayas State University	01/01/2013		1	Chapel Coordinator

(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	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	5S Revolution for Clerks & Heads	11/29/2023	11/29/2023	3	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	08/29/2023	08/29/2023	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Disaster Risk Reduction Training for NGCP Partner Communities	04/12/2019	04/12/2019	8	Instruction	NGCP
	CAREER GUIDANCE AND JOB-SEEKING SEMINAR IN STATISTICS	03/12/2017	03/12/2017	6	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "

(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)
	Customer Service		N/A		N/A
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills				
	Communication Skills				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/08/2024
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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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Aiza B. Besavilla</td><td>Brgy. San Isidro Baybay City Leyte</td><td>09556130793</td></tr><tr><td>Sheila Marie Gonzaga</td><td>Brgy. Patag Baybay City Leyte</td><td>09380380782</td></tr><tr><td>Rysan C. Guinocor</td><td>Visayas State University</td><td>09173136266</td></tr></table>						NAME	ADDRESS	TEL. NO.	Aiza B. Besavilla	Brgy. San Isidro Baybay City Leyte	09556130793	Sheila Marie Gonzaga	Brgy. Patag Baybay City Leyte	09380380782	Rysan C. Guinocor	Visayas State University	09173136266
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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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A			Signature (Sign inside the box) 04/08/2024 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																	