

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	HERBOLINGO		
FIRST NAME	DEBIE JEAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MAGNO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/13/1994	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	GUADALUPE, BAYBAY CITY, 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	PUROK 2
7. HEIGHT (m)	3.00	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	50.00		San Agustin
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		BAYBAY LEYTE
11. PAG-IBIG ID NO.	N/A		City/Municipality Province
12. PHILHEALTH NO.	N/A	6521	
13. SSS NO.	N/A	18. PERMANENT ADDRESS	PUROK 2
14. TIN NO.	N/A	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	VJO02146		San Agustin
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		6521	
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	945-679-9723
		21. E-MAIL ADDRESS (if any)	debie.herbolingo@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	HERBOLINGO, PRINCESS DEBRIELLE	07/02/2019
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	HERBOLINGO			
FIRST NAME	DEBIE JEAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MAGNO			
25. MOTHER'S MAIDEN NAME	BERNARDITA VILLACORTA MAGNO			
SURNAME	BORELA			
FIRST NAME	BERNARDITA			
MIDDLE NAME	MAGNO		(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 in Elementary Education (Major in General Education)	2011	2015		2015	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/11/2025
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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			
	Orientation and Seminar-Workshop on Aligning Organization and People and Target Setting	01/13/2025	01/14/2025	16	Technical	VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	In-House Seminar-Workshop on Basic Records and Archives Management	07/30/2024	07/31/2024	16	Technical	VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation	07/29/2024	07/29/2024	8	Technical	VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	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-MAIN CAMPUS
(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)		
	Multitasking, filling, clerical, bookkeeping,Posting online Philgeps,BIR online,computer litterate	N/A		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	02/11/2025	

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 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 2024-1185												
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>MILA BALAN</td><td>SAN AGUSTIN, BAYBAY CITY, LEYTE</td><td>9988466864</td></tr><tr><td>MICHAEL BUZON</td><td>BAYBAY CITY LEYTE</td><td>9355785958</td></tr><tr><td>RENEZITA S. COME</td><td>BAYBAY CITY, LEYTE</td><td>9988630524</td></tr></table>			NAME	ADDRESS	TEL. NO.	MILA BALAN	SAN AGUSTIN, BAYBAY CITY, LEYTE	9988466864	MICHAEL BUZON	BAYBAY CITY LEYTE	9355785958	RENEZITA S. COME	BAYBAY CITY, LEYTE	9988630524
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RENEZITA S. COME	BAYBAY CITY, LEYTE	9988630524												
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: PRC ID/License/Passport No.: 1991082 Date/Place of Issuance: 03/15/2023 / ORMOC CITY	Signature (Sign inside the box) 02/11/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														