

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	Petalcorin		
FIRST NAME	Janice	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Legaray		
3. DATE OF BIRTH (mm/dd/yyyy)	04/24/2001	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	
7. HEIGHT (m)	1.50	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	48.00		Purok 5 Gabas
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		BAYBAY LEYTE
11. PAG-IBIG ID NO.	121335044816		City/Municipality Province
12. PHILHEALTH NO.	132503398013	ZIP CODE	6521
13. SSS NO.	N/A	18. PERMANENT ADDRESS	
14. TIN NO.	637829532	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	VJO02163		Gabas
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		ZIP CODE	6521
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	907-311-6499		
21. E-MAIL ADDRESS (if any)	janice.petalcorin@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
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	PETALCORIN			
FIRST NAME	JUAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NAPOLES			
25. MOTHER'S MAIDEN NAME	AMELITA ESOK LEGARAY			
SURNAME	PETALCORIN			
FIRST NAME	AMELITA			
MIDDLE NAME	LEGARAY		(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	Gabas Central Elementary School	Elementary	2006	2012		2012	N/A
SECONDARY	Baybay National High School	Senior High School	2017	2019		2019	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Secondary Education (Major in Social Studies)	2019	2023		2023	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/01/2025
-----------	--	------	------------

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		
	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			
	Basic Computer Skills Training	02/08/2025	02/08/2025	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	10/09/2024	10/09/2024	4	Technical	"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 "
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel	07/29/2024	07/29/2024	8	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 "
	Forum: Women Inspiring Women	03/22/2024	03/22/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Workshop on Program Accreditation	01/12/2024	01/12/2024	8	Technical	"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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/01/2025
-----------	--	------	------------

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 _____												
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>JOEL REY U. ACOB</td><td>World Vision, Linao, Ormoc City, Leyte</td><td>09569161146</td></tr><tr><td>LYDIA O. ACUNA</td><td>BRGY. GABAS BAYBAY CITY, LEYTE</td><td>9554739374</td></tr><tr><td>MARIA LILIA P. VEGA</td><td>BRGY. SANTA CRUZ BAYBAY CITY, LEYTE</td><td>09617605332</td></tr></table>			NAME	ADDRESS	TEL. NO.	JOEL REY U. ACOB	World Vision, Linao, Ormoc City, Leyte	09569161146	LYDIA O. ACUNA	BRGY. GABAS BAYBAY CITY, LEYTE	9554739374	MARIA LILIA P. VEGA	BRGY. SANTA CRUZ BAYBAY CITY, LEYTE	09617605332
NAME	ADDRESS	TEL. NO.												
JOEL REY U. ACOB	World Vision, Linao, Ormoc City, Leyte	09569161146												
LYDIA O. ACUNA	BRGY. GABAS BAYBAY CITY, LEYTE	9554739374												
MARIA LILIA P. VEGA	BRGY. SANTA CRUZ BAYBAY CITY, LEYTE	09617605332												
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) 04/01/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														