

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	CORTES			
FIRST NAME	ANDY PHIL		NAME EXTENSION (JR., SR)	
MIDDLE NAME	DUATIN			
3. DATE OF BIRTH (mm/dd/yyyy)	04-07-94	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Please indicate country:	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	1257 House/Block/Lot No. Street Emiliana cmpd. Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521	
7. HEIGHT (m)	1.69 m	18. PERMANENT ADDRESS	1257 House/Block/Lot No. Street Emiliana cmpd. Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521	
8. WEIGHT (kg)	57 kg		ZIP CODE	6521
9. BLOOD TYPE	O			
10. GSIS ID NO.	2004965993			
11. PAG-IBIG ID NO.	916197459627			
12. PHILHEALTH NO.	1302 - 5315 - 0476			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	484-900-818	20. MOBILE NO.	+63 999 108 4226	
15. AGENCY EMPLOYEE NO.	VSU ID no: V00911	21. E-MAIL ADDRESS (if any)	apdcortes@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.	N/A			
24. FATHER'S SURNAME	CORTES			
FIRST NAME	EDGARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SALVATERA			
25. MOTHER'S MAIDEN NAME	JOJI GRACE Y. DUATIN			
SURNAME	DUATIN			
FIRST NAME	JOJI GRACE			
MIDDLE NAME	YULORES		(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	Alpha Christian School	Elementary Education	2000	2006		2006	Salutatorian
SECONDARY	Philippine Science High School - Eastern Visayas Campus	Special Science High School Education	2006	2010		2010	
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	Visayas State University - Main	Bachelor of Science in Civil Engineering	2010	2015		2015	Cum Laude
GRADUATE STUDIES	N/A	N/A					

SIGNATURE		DATE	
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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
	Driver's License	N/A	04-08-16	Baybay City, Leyte	H12-13-002494 04-07-19
	Civil Engineering Professional License	90.60%	11-18-15	Cebu City, Cebu	0141612 04-07-21

#### V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	
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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				

(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			
	Seminar Workshop on Strucural Analysis and Design using SAP 2000	03-24-18	03-24-18	8	Technical	Dept. of Civil Engineering, Visayas State University
	Training workshop on "How to make key decision-makers to say Yes to you project ideas"	07-18-17	07-20-17	24	Managerial	DOST PCAARRD
	UPLB Engineering Seminar 2017 "Tracing the Impacts of Philippine Advancement in Engineering Materials"	02-11-17	02-11-17	5	Technical	UPLB Civil Engineering Executive Organization
	Seminar on "Enhancing Student Success"	08-03-16	08-03-16	3	Supervisory	Dr. Sergio M. Abit, Jr.
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	06-15-16	06-15-16	8	Supervisory	Institute of Strategic Research and Developmental Studies, Visayas State University
	QGIS Training Workshop	06-06-16	06-08-16	24	Technical	Department of Geodetic Engineering, Visayas State University
	Civil Engineering Review and Training	06-01-15	11-16-15	450	Technical	Padilla Engineering Review & Training Center
	Civil Engineering Internship	04-23-14	05-30-14	244	Technical	JEGMA Construction and Development Corp.
	Seminar on "Energy Efficiency"	12-07-12	12-07-12	3	Supervisory	DOE and VSU-AREC

(Continue on separate sheet if necessary)



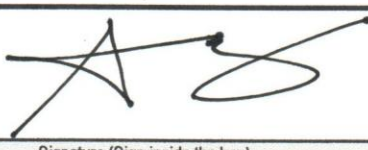
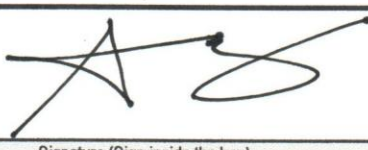
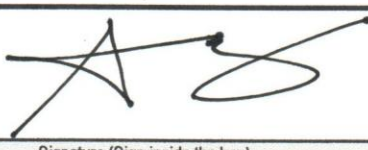
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Carpentry				Christ Baptist Church, Brgy. Guadalupe, Baybay City, Leyte
	Computer-Aided Drafting				VSU Faculty Association
	3D printing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>35. a. Have you ever been found guilty of any administrative offense?</p>     <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>													
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>													
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p>													
	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>													
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	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>													
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Mrs. Christie Cyrene T. Tauy</td><td>Brgy. Gabas, Baybay, Leyte</td><td>09176005103</td></tr><tr><td>Ptr. Joshua Jireh Salomon</td><td>Brgy. Guadalupe, Baybay, Leyte</td><td>09261819930</td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Mrs. Christie Cyrene T. Tauy	Brgy. Gabas, Baybay, Leyte	09176005103	Ptr. Joshua Jireh Salomon	Brgy. Guadalupe, Baybay, Leyte	09261819930				<div style="text-align: center;"> <b>CORTES, ANDY PHIL D.</b> <small>PHOTO</small></div> <div style="text-align: center;"> <small>Right Thumbmark</small></div>
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<p>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.</p>														
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>PRC</td></tr><tr><td>ID/License/Passport No.:</td><td>0141612</td></tr><tr><td>Date/Place of Issuance:</td><td>12/03/2015 / Cebu City</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	PRC	ID/License/Passport No.:	0141612	Date/Place of Issuance:	12/03/2015 / Cebu City	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"> Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>	 Signature (Sign inside the box)	Date Accomplished	
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<p>SUBSCRIBED AND SWORN to before me this <u>SEP 18 2018</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">ATTY. RYAN C. GUINOCOR NOTARIAL OFFICER Person Administering Oath</div>														