

**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	MATA		
FIRST NAME	NIÑO JAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MATIGA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/15/2000	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	DANAO CITY, CEBU		
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  House/Block/Lot No. Street Zone 1 Guadalupe Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6512	
7. HEIGHT (m)	1.69		
8. WEIGHT (kg)	70		
9. BLOOD TYPE	NA		
10. GSIS ID NO.	NA	18. PERMANENT ADDRESS  House/Block/Lot No. Street MASABA Subdivision/Village Barangay DANAO CITY CEBU City/Municipality Province ZIP CODE 6004	
11. PAG-IBIG ID NO.	NA		
12. PHILHEALTH NO.	NA		
13. SSS NO.	NA		
14. TIN NO.	NA	19. TELEPHONE NO.	NA
15. AGENCY EMPLOYEE NO.	NA	20. MOBILE NO.	+639293668947
		21. E-MAIL ADDRESS (if any)	<a href="mailto:nj.mata@vsu.edu.ph">nj.mata@vsu.edu.ph</a>

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR) N/A	NA	NA
MIDDLE NAME	NA		NA	NA
OCCUPATION	NA		NA	NA
EMPLOYER/BUSINESS NAME	NA		NA	NA
BUSINESS ADDRESS	NA		NA	NA
TELEPHONE NO.	NA		NA	NA
24. FATHER'S SURNAME	MATA		NA	NA
FIRST NAME	RAMON	NAME EXTENSION (JR., SR) N/A	NA	NA
MIDDLE NAME	BARBERO		NA	NA
25. MOTHER'S MAIDEN NAME			NA	NA
SURNAME	MATIGA		NA	NA
FIRST NAME	EVA		NA	NA
MIDDLE NAME	CANE		(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	LEONA D. ZAMORA ELEMENTARY SCHOOL	NA	2006	2012	NA	2012	FIRST HONORABLE MENTION

SECONDARY	RAMON M. DURANO SR. FOUNDATION - SCIENCE AND TECHNOLOGY EDUCATION CENTER	NA	2012	2018	NA	2018	WITH HONORS
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURAL AND BIOSYSTEMS ENGINEERING	2018	2023	NA	2023	NA
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA
(Continue on separate sheet if necessary)							
SIGNATURE		DATE	JULY 27, 2023		CS FORM 212 (Revised 2017), Page 1 of 4		

#### 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	Date of Validity
	NA	NA	NA	NA	NA	

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	JULY 27, 2023	CS FORM 212 (Revised 2017), Page 2 of 4
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**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
HINGYAP PH, VISAYAS STATE UNIVERSITY	09/26/2022	PRESENT	—	VICE-PRESIDENT
HINGYAP PH, EASTERN VISAYAS	09/09/2021	PRESENT	—	VOLUNTEER

(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)

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			
FORUM ON ACCELERATING TRANSITIONS TO A SUSTAINABLE FUTURE	07/27/2023	07/27/2023	3 HRS	TEAM TRAINING	AANCop, VSU, and CME
YOUTHLED - LOCAL YOUTH ASSEMBLY	05/31/2023	06/02/2023	16 HRS	TEAM TRAINING	USAID, AND THE ASIA FOUNDATION
TYPHOON AWARENESS AND CALAMITY READINESS	06/29/2022	06/29/2022	4 HRS	WEBINAR	DEPARTMENT OF METEOROLOGY, AND VISAYAS STATE UNIVERSITY
EMPOWER: YOUTH LEADERSHIP AND HEATH ADVOCACY CAMP 2022	04/14/2022	04/17/2022	24 HRS	TEAM TRAINING	UNILAB FOUNDATION
EMERGING TRENDS IN PHYSICS AND ITS APPLICATION	02/22/2022	02/22/2022	4 HRS	WEBINAR	DEPARTMENT OF PHYSICS, AND VSU
YOUTH FORWARD PH, BILIRAN	01/15/2022	01/15/2022	8 HRS	TECHNICAL	UNILAB FOUNDATION
VACCINES SAVES LIFE MOVEMENT, CATBALOGAN CITY, SAMAR	12/09/2021	12/09/2021	8 HRS	TECHNICAL	UNILAB FOUNDATION
RESEARCH ETHICS FOR TEACHERS AND STUDENTS	10/13/2021	10/13/2021	4 HRS	WEBINAR	UNIVERSITY OF THE PHILIPPINES CEBU
SUSTAINABLE ENERGY SOURCE	10/13/2021	10/13/2021	4 HRS	WEBINAR	ALAB SOLUTIONS INC.
POLLUTION AND SOLUTION	10/12/2021	10/12/2021	4 HRS	WEBINAR	ALAB SOLUTIONS INC.
JPV CONSULTANCY SURVEY	06/17/2021	06/20/2021	24 HRS	TEAM TRAINING	JPV CONSULTANCY
1ST PSABE-PPG, VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	02/08/2019	02/11/2019	24 HRS	TECHNICAL	PSABE

(Continue on separate sheet if necessary)

**VIII. OTHER INFORMATION**

SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
VOLUNTEERING	NA	MEMBER, FIFTY FINE SOCIETY OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING - PRE PROFESSIONAL GROUP
TRAVELLING		
FARMING		
(Continue on separate sheet if necessary)		
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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> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">FINISHED CONTRACT</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> <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; text-align: center;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>IRENE A. GUNGOB</td> <td>DANAO CITY, CEBU</td> <td>9186627135</td> </tr> <tr> <td>SHEENA MAE P. LUBRIO</td> <td>BAYBAY CITY, LEYTE</td> <td>9286800902</td> </tr> <tr> <td>DANIEL LESLIE S. TAN</td> <td>BAYBAY CITY, LEYTE</td> <td>9328685396</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	IRENE A. GUNGOB	DANAO CITY, CEBU	9186627135	SHEENA MAE P. LUBRIO	BAYBAY CITY, LEYTE	9286800902	DANIEL LESLIE S. TAN	BAYBAY CITY, LEYTE	9328685396
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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>													



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

*PLEASE INDICATE ID Number and Date of Issuance*

Government Issued ID:

Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. RYSAN C. GUINOCOR**

Person Administering Oath