

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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	QUIAPO		
FIRST NAME	MARVIN JAY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	HEPOWIT		
3. DATE OF BIRTH (mm/dd/yyyy)	10/22/1996	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:
4. PLACE OF BIRTH	CEBU CITY		<input type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other/s: <input type="checkbox"/> Widowed <input type="checkbox"/> Separated
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"/> Other/s: <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	SANTAMARIA APARTMENT BORJA <i>House/Block/lot No. Street</i> N/A BELEN <i>Subdivision/Village Barangay</i> GOA CAMARINES SUR <i>City/Municipality Province</i>
7. HEIGHT (m)	1.67	ZIP CODE	4422
8. WEIGHT (kg)	88		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	842 N/A <i>House/Block/lot No. Street</i> PUROK PAPAYA CATARMAN <i>Subdivision/Village Barangay</i> LILOAN CEBU <i>City/Municipality Province</i>
10. GSIS ID NO.	2006 3940 65	ZIP CODE	6002
11. PAG-IBIG ID NO.	1211 9702 2324		
12. PHILHEALTH NO.	1225 1500 8398	19. TELEPHONE NO.	N/A
13. SSS NO.	0639471110	20. MOBILE NO.	09206205025
14. TIN NO.	337 237 444	21. E-MAIL ADDRESS (if any)	iehkyu@gmail.com
15. AGENCY EMPLOYEE NO.	N/A		

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	QUIAPO			
FIRST NAME	MANUELITO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	BAGUIO			
25. MOTHER'S MAIDEN NAME	HEPOWIT, JULIET, JARIOL			
SURNAME	HEPOWIT			
FIRST NAME	JULIET			
MIDDLE NAME	JARIOL			

(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	TAYUD ELEMENTARY SCHOOL	ELEMENTARY	2003	2009	N/A	2009	N/A
SECONDARY	CONSOLACION NATIONAL HIGH SCHOOL	HIGH SCHOOL	2009	2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	CEBU TECHNOLOGICAL UNIVERSITY	BACHELOR OF SCIENCE IN MATHEMATICS	2013	2017	N/A	2017	DOST
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES	MASTER OF SCIENCE IN APPLIED MATHEMATICS	2019	PRESENT	24	N/A	DOST IMU-GRAD

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/28/2024
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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: N/A

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: N/A

YES NO
 If YES, give details: N/A
 Date Filed: N/A
 Status of Case/s: N/A

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: RESIGNATION

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: N/A

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: N/A

YES NO
 If YES, give details: N/A

39. Have you acquired the status of an immigrant or permanent resident of another country?

YES NO
 If YES, give details (country): N/A

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: N/A

YES NO
 If YES, please specify ID No.: N/A

YES NO
 If YES, please specify ID No.: N/A

41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)

NAME	ADDRESS	TEL. NO.
JUNRELL CAMAY	LILOAN, CEBU	096 1029 3734
CLARENCE ALIB	GOA, CAMARINES SUR	091 2831 3791
ANGELYN BENITEZ	GOA, CAMARINES SUR	091 5731 9685



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 cases against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **UMID**

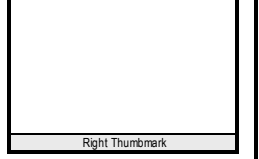
ID/License/Passport No.: **0111 6909 7034**

Date/Place of Issuance: **CEBU CITY**

Signature (Sign inside the box)

05/28/2024

Date Accomplished



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

 Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

- Duration: 11/06/2023-PRESENT
- Position: INSTRUCTOR I
- Name of Office/Unit:
DEPARTMENT OF COMPUTATIONAL SCIENCE
- Immediate Supervisor:
DR. JONI NEIL CAPUCAO
- Name of Agency/Organization and Location:
PARTIDO STATE UNIVERSITY, GOA, CAMARINES SUR, PHILIPPINES
- List of Accomplishments and Contributions (if any)
 - TEACHING LOAD (2ND SEM, AY 2023-2024)
 - DIFFERENTIAL CALCULUS
 - FUNDAMENTALS OF COMPUTING
 - MATHEMATICAL MODELING
 - NUMERICAL ANALYSIS
- Summary of Actual Duties
 - FACILITATES VARIED TEACHING-LEARNING DELIVERY MODALITIES
 - DEVELOPS OUTCOMES-BASED SYLLABI ADOPTING APPROPRIATE TRADITIONAL INSTRUCTION AND INTEGRATING DIGITAL AND TECHNOLOGICAL ADVANCEMENTS TO ADAPT TO THE EVOLVING EDUCATIONAL LANDSCAPE
 - MONITORS, ASSESSES, AND EVALUATES STUDENT'S PROGRESS
 - UNDERTAKES ACTIVITIES TO IMPROVE PERFORMANCE INDICATORS
 - SUPERVISES STUDENTS ON THEIR THESES
 - PRODUCES AT LEAST 1 INSTRUCTIONAL MATERIAL ENDORSED FOR IMPLEMENTATION/UTILIZATION OR PUBLICATION BY THE ACADEMIC COUNCIL
 - ENGAGES IN VALUABLE EXTENSION SERVICES

- Duration: 04/13/2023-10/09/2023
- Position: REPORTS ANALYST
- Name of Office/Unit:
OPTUM HEALTH & CONNECT
- Immediate Supervisor:
KAREN RICO-VALDES
- Name of Agency/Organization and Location:
OPTUM GLOBAL SOLUTIONS, MAKATI CITY, METRO MANILA
- List of Accomplishments and Contributions (if any)
 - N/A
- Summary of Actual Duties
 - MAINTAINS AGENTS' AND BUSINESSES' PERFORMANCE DASHBOARD
 - UPDATES AND UPLOADS QUARTERLY VARIABLE COMPENSATION OF EMPLOYEES
 - TRACKS EARLY WARNING SIGN REPORT
 - TRACKS DAILY SCORECARD PER LINE OF BUSINESS FOR THE EXECUTIVES
 - COMPILES AND UPLOADS END OF MONTH TRANSACTION REPORT FOR NON-VOICE BUSINESSES

- MAINTAINS NET PROMOTER SCORE (NPS) DASHBOARD
- WORKS WITH INDIA ANALYST TEAM FOR REPORTS AUTOMATION AND DEVELOPMENT

- Duration: 03/24/2022-09/30/2022
- Position: REPORTS ANALYST
- Name of Office/Unit:
OPTUM CLINICAL REPORTING
- Immediate Supervisor:
MILTON CHENG
- Name of Agency/Organization and Location:
OPTUM GLOBAL SOLUTIONS, CEBU CITY, CENTRAL VISAYAS
- List of Accomplishments and Contributions (if any)
 - DEVELOPMENT OF A CONSOLIDATED PERFORMANCE MANAGEMENT REPORT AND DASHBOARD (VIA EXCEL, MACROS) FOR A LOB WHICH AUTOMATED THE CREATION AND SENDING OF THE NEEDED REPORTS, WITH \$12,000.00 ANNUAL SOFT SAVINGS
 - REPLICATION OF THE PROJECT TO 3 MORE LOBS ACROSS THE CLINICAL SPAN, WITH TOTAL SOFT SAVINGS OF \$37,000.00 PER ANNUM
- Summary of Actual Duties
 - MAINTAINS PERFORMANCE DASHBOARD FOR 3 LINES OF BUSINESS
 - TRACKS AND UPDATES EMPLOYEE BUDDY REPORT
 - MAINTAINS ATTRITION REPORT FOR THE OPERATIONS VICE PRESIDENT
 - CREATES AUTOMATED REPORTS TO REDUCE ADMINISTRATIVE WORK TIME OF OPERATIONS TEAM
 - MAINTAINS HYGIENE METRIC PERFORMANCE DASHBOARD
 - MAINTAINS QUALITY AUDIT DASHBOARD FOR THE OPERATIONS DIRECTOR IN THE UNITED STATES

- Duration: 09/06/2021-10/31/2021
- Position: SCIENCE RESEARCH SPECIALIST I
- Name of Office/Unit:
CENTER FOR APPLIED MODELLING, DATA ANALYTICS, AND BIOINFORMATICS FOR DECISION SUPPORT SYSTEMS IN HEALTH
- Immediate Supervisor:
ZYTHON PAUL LACHICA
- Name of Agency/Organization and Location:
UNIVERSITY OF THE PHILIPPINES, DAVAO CITY, DAVAO DEL SUR
- List of Accomplishments and Contributions (if any)
 - N/A
- Summary of Actual Duties
 - CONDUCTS PARAMETER ESTIMATION BY FITTING COVID-19 TRANSMISSION MODELS IN MATLAB
 - MENTORS 3 PHILIPPINE SCIENCE HIGH SCHOOL INTERNS BY IMMERSING THEM TO EPIDEMIOLOGICAL RESEARCH PROCESSES
 - WORKS WITH DISEASE MODELLING EXPERTS IN IMPLEMENTING OPTIMAL CONTROL THEORY IN COVID RESEARCH

- Duration: 09/03/2018-08/17/2019
- Position: DATA ANALYST
- Name of Office/Unit:
BUSINESS INTELLIGENCE
- Immediate Supervisor:
MICHAEL DISPO
- Name of Agency/Organization and Location:
ISLANDS SOUVENIRS, INC.
- List of Accomplishments and Contributions (if any)
 - TRAINING SALES DEPARTMENT EMPLOYEES BASIC AND INTERMEDIATE EXCEL FUNCTIONS TO ALLEVIATE MANUAL REPORT PROCESSES
 - IMPLEMENTATION OF REPORTS TO ANALYZE TICKET SIZE AND SALES PER SQUARE FOOT PER STORE
- Summary of Actual Duties
 - MAINTAINS SALES PERFORMANCE DASHBOARD FOR THE EXECUTIVE

- Duration: 04/02/2018-08/20/2018
- Position: REPORTS ANALYST
- Name of Office/Unit:
WORKFORCE & MANAGEMENT INFORMATION SYSTEM
- Immediate Supervisor:
JOHNNINO CORONEL
- Name of Agency/Organization and Location:
FWD BPO
- List of Accomplishments and Contributions (if any)
 - N/A
- Summary of Actual Duties
 - TRACKS AGENTS' PERFORMANCES, CONVERSIONS AND SALES DATA USING EXCEL AND G-SHEET
 - MAINTAINS AGENTS' SCORECARDS

- Duration: 05/10/2017-02/23/2018
- Position: MERCHANDISE PLANNER
- Name of Office/Unit:
MERCHANDISE OPERATIONS, PLANNING, AND CONTROL
- Immediate Supervisor:
MARIO LANADA JR.
- Name of Agency/Organization and Location:
METRO RETAIL STORES GROUP, INC.
- List of Accomplishments and Contributions (if any)
 - N/A
- Summary of Actual Duties
 - MONITORS PRODUCT INVENTORY, SALES, GROSS MARGIN RETURN ON INVESTMENT AND PROVIDES AD HOC AND REGULAR REPORTS (IN EXCEL AND/OR PPT) TO DIRECTORS
 - MINE SALES DATA USING SQL FOR TIME SERIES ANALYSIS AND FORECASTING


MARVIN JAY QUIAPO

(Signature over Printed Name
of Employee/Applicant)

Date: 05/28/2024