

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	DUMAGUING		
FIRST NAME	DANILO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GULA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/02/1970	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input checked="" type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	CITY OF BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	0011D SAN FRANCISCO ST. House/Block/Lot No. Street
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		TRAMO DOS SAN DIONISIO Subdivision/Village Barangay
7. HEIGHT (m)	1.64		PARANAQUE METRO MANILA City/Municipality Province
8. WEIGHT (kg)	63		ZIP CODE 1700
9. BLOOD TYPE	B+		18. PERMANENT ADDRESS
10. GSIS ID NO.	2005519167	ZIP CODE	N/A PALHI Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1210-242575-34		City of Baybay Leyte City/Municipality Province
12. PHILHEALTH NO.	13-050087263-3		6521
13. SSS NO.	03-9927039-2		19. TELEPHONE NO.
14. TIN NO.	287-306-199-000	20. MOBILE NO.	09161776436 / 09519815183
15. AGENCY EMPLOYEE NO.	2018-2466	21. E-MAIL ADDRESS (if any)	danilodumaguig448@yahoo.com and danilodumaguig649@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DUMAGUING		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NERISSA	NAME EXTENSION (JR., SR) N/A	DANIZAH ARCH I. DUMAGUING	08/30/1997
MIDDLE NAME	IYAS		DAH MARIANNE I. DUMAGUING	11/26/1998
OCCUPATION	GOVERNMENT EMPLOYEE		DAN DAVID I. DUMAGUING	02/16/2001
EMPLOYER/BUSINESS NAME	CITY TREASURER OFFICE		DANAH NERA I. DUMAGUING	06/04/2003
BUSINESS ADDRESS	BAYBAY CITY, LEYTE		DEN DANIEL I. DUMAGUING	10/23/2004
TELEPHONE NO.	335-2042		DON DINERO I. DUMAGUING	07/11/2010
24. FATHER'S SURNAME	DUMAGUING			
FIRST NAME	CAMILO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CABOONG			
25. MOTHER'S MAIDEN NAME				
SURNAME	GULA			
FIRST NAME	CRISANTA			
MIDDLE NAME	PAN			
(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	Pong-on Elem. Sch. Matalom, Leyte	N/A	1978	1984	N/A	1984	N/A
SECONDARY	Bato School of Fisheries, Bato, Leyte / MMVS, Matalom, Leyte	N/A	1984	1989	N/A	1989	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University ViSCA, Baybay, Leyte	Bachelor of Science Statistics, Thesis Study: Forecasting Crime Rate in Region 8	1989	1996	N/A	1996	N/A
GRADUATE STUDIES	PHILIPPINE CHRISTIAN UNIVERSITY	MASTER IN MANAGEMENT IN PUBLIC ADMINISTRATION	2019	2020	N/A	2020	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

10/18/2024

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
	R.A. # 7160 (BARANGAY ELIGIBILITY)	N/A	N/A	Brgy. Palhi, City of Baybay, Leyte	21080163	11/18/2010
	CAREER SERVICE PROFESSIONAL	80.55%	03/26/2023	Pasay City Metro Manila, NCR	598490	08/14/2023

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/18/2024
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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		
	THE FRATERNAL ORDER OF EAGLES-PHILIPPINE EAGLES	2019	2023	16	MEMBER
	Guardian International Quarters	2020	2023	24	MEMBER
	Samahan ng Manggagawa sa Paliparan ng Pilipinas (SMPP)	07/10/1905	Present		MEMBER

(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)

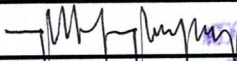
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	SEMINAR ON THE 8 NORMS OF CONDUCT FOR PUBLIC OFFICIALS AND EMPLOYEES at AVR on Nov. 10, 2023	1:00 PM	5:00 PM	4	Technical	Manila International Airport Authority
	Emergency and Disaster preparedness Training (EDPT) Held on June 7, 2023 at RFD Learning and Development Room	1:00 PM	5:00 PM	4	Technical	Manila International Airport Authority
	Drug Free Workplace Program Orientation conducted via Zoom Application on May 24, 2022	8:00 AM	4:00 PM	8	Technical	Manila International Airport Authority
	RADIO LAND MOBILE USAGE WEBINAR ON NOVEMBER 16, 2021	9:00 AM	11:00 AM	2	Technical	Manila International Airport Authority
	Basic Occupational Safety and Health (BOSH)Orntation Cascading Sessions virtually via Zoom on October 12, 2021	1:00 PM	4:00 PM	3	Technical	Manila International Airport Authority
	Ramp Operations Safety Awareness Seminar Via Zoom on Sept. 20, 2021	8:00 AM	12:00 AM	4	Technical	Manila International Airport Authority
	CASCADING SESSION ON ENVIRONMENTAL MNGT. SYSTEM AWARENESS ON SEPT. 2, 2021	2:00 PM	4:00 PM	2	Technical	Manila International Airport Authority
	WEBINAR ON MENTAL HEALTH RESILIENCY VIA ZOOM ON AUGUST 26,2021	2:00 PM	4:00 PM	2	Technical	Manila International Airport Authority
	CASCADING SESSION ON PRIME-HRM VIA ZOOM ON JUNE 2, 2021	1:00 PM	5:00 PM	4	Technical	Manila International Airport Authority
	Seminar on Delivering Service Excellence on March 31, 2021	1:00 PM	5:00 PM	4	Technical	Manila International Airport Authority
	Trade Union Leadership and Administration (TULA) Seminar	40275	40276	16	Supervisory	SMPP and PSLINK-PUBLIK @ Tagaytay, City
	Integrity, Transparency and Accountability in Public Service (ITAPS) Seminar on November 13, 2019	8:00 AM	5:00 PM	8	Technical	Manila International Airport Authority
	Cascading Sessions on Airside Operations on July 12, 2019	8:00 AM	5:00 PM	8	Technical	Manila International Airport Authority
	SMPP Basic Orientation Seminar on April 8, 2019	1:00 PM	5:00 PM	4	Technical	ICT Manila International Airport Authority
	Safety Management System Cascading (A Briefer on the NAIA SMS Manual) on November 16, 2018	1:00 PM	5:00 PM	4	Supervisory	Manila International Airport Authority
	Seminar on Proper Disposal of Hazardous Materials and Waste Reduction Program	41367	41369	24	Technical	Manila International Airport Authority
	DEFINE, MEASURE, ANALYZE, IMPROVE, CONTROL (DMAIC) Methodology Training	40337	40340	32	Supervisory	Manila International Airport Authority
	Root Cause Analysis (RCA) Training	40275	40276	16	Supervisory	Manila International Airport Authority
	Process-Based Documentation & Document/Data Control Workshop (T2& T3)	40192	40193	16	Supervisory	Manila International Airport Authority
	Household Service - National Certificate 2	40094	09/25/2009	45 days	Technical	Asian Touch International Makati City
	Good Governance Seminar	09/30/2002	37417	5 days	Managerial	LGU of City of Baybay, Leyte
	Gender and Sexual, Reproductive Health and Rights Training	37937	12/13/2003	3 days	Supervisory	The Reproductive Resource Group, DSWD Baybay City
	Organizational Management Workshop	11/27/2003	11/29/2003	3 days	Managerial	Peace Equity Access for Community Empowerment Foundation, Inc. Makati City
	Electric Arc Welding and Steel Fabrication	37626	08/31/2003	4 months	Technical	TESDA - Leyte Provincial Office
	Gender Orientation Seminar	08/18/2003	08/18/2003	8	Supervisory	Gender and Development Council, DSWD Baybay City
	Training Course On Yam Production	10/24/2002	10/24/2002	8	Technical	Philippine Root Crop Research and Training Center Visca Baybay City

(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)
	Referee		Varsity Athlete - Softball Team – ViSCA Baybay Leyte		VFP-Sons & Daughters Association
					Golden Kris Fraternal Society - VFP
					Basketball Association of the Philippines -BAP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/18/2024
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
HON. JOSE CARLOS "BOYING" L. CARI	City Mayor of Baybay, Leyte	(053) 335-9925
HON. CARLOS JERICO L. PETILLA	Governor of Leyte Province	9923736776
MS. ELENITA M. FERNANDO	Former Senior Assistant General Manager (SAGM), MIAA	9209185624

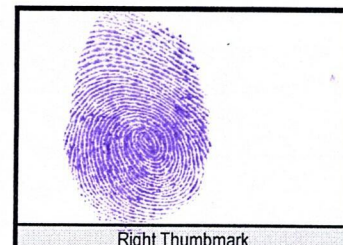
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



[Signature]
DANILO G. DUMAGUING
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:	DRIVER'S LICENSE
ID/License/Passport No.:	H12-09-000105
Date/Place of Issuance:	OCTOBER 02, 2032

<i>[Signature]</i>
Signature (Sign inside the box)
OCTOBER 18, 2024
Date Accomplished



SUBSCRIBED AND SWORN to before me this 23 OCT 2024, affiant exhibiting his/her validly issued government ID as indicated above.

[Signature]
ATTY. RYAN L. GUNOCOR
Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.
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 from most recent first.

- Duration: November 16, 2018 – present
- Position: Terminal Operations Assistant A
- Name of Office/Unit: Airport Ground Operations and Safety Division
- Immediate Supervisor: Reynaldo A. Lontoc
- Name of Agency/Organization and Location: Manila International Airport Authority, Metro Manila

➤ List of Accomplishments and Contributions (if any)

- Prepared and designed the Daily Flight Schedules, Daily Flight Operations Report and Daily On-time Performance.
- Developed and analyzed the data operations.
- Prepared monthly, quarterly and annual statistics report.

➤ Summary of Actual Duties

- Responsible for the supervising of the gate planning, aircraft coordinator, flight information, Flight Management and information System and integration of data in four terminals. Provides and assist in the processing document of aircraft utilities and performs other related functions.

- Duration: March 1, 2014 – November 15, 2018
- Position: Researcher
- Name of Office/Unit: Plans and Programs Division
- Immediate Supervisor: Ma. Luisa V. Mascardo
- Name of Agency/Organization and Location: Manila International Airport Authority, Metro Manila

➤ List of Accomplishments and Contributions (if any)

- Forecast the historical data.
- Prepared and analyzed the forecasting outcomes for the budget planning.
- Revised and analyzed the Administrative Order No. 01 (MIAA Fees and Charges).
- Collated and tabulated from the terminals and operations division.

➤ Summary of Actual Duties

- Responsible for performing budget plan, administrative and technical tasks e.g., preparation of data for budget plan and project deliberation (bidding), preparation of monthly accomplishment report on all airport infrastructures, responds to queries and performs other related functions.

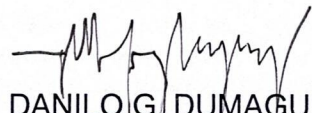
- Duration: December 14, 2009 – February 28, 2014
- Position: Statistician
- Name of Office/Unit: Systems and Procedures Division
- Immediate Supervisor: Elenita M. Fernando
- Name of Agency/Organization and Location: Manila International Airport Authority, Metro Manila

➤ List of Accomplishments and Contributions (if any)

- Conducted Motion and Time Study in all processing counters at NAIA Terminals and Simulation Study of passengers in arrival and departure.
- Prepared and arranged the QMS-ISO meeting.
- Developed and designed the parking area in the terminals.
- Tabulated and prepared monthly statistics report.
- Performed general audit activities to ensure adequate accounting and documents exist and function properly within implementing, rules, and regulations

➤ Summary of Actual Duties

- Responsible in conducting study e.g., Motion and Time Study and Simulation Study for registering International Organization for Standardization (ISO) of MIAA-NAIA, preparation of monthly report on QMS-ISO, preparation of minutes of meetings of various TWG committees, performs general audit activities to ensure adequate accounting and documents controls exist and function properly within established, rules, and regulations and performs other related functions.



DANILO G. DUMAGUING
(Signature over Printed Name
of Employee/Applicant)

Date: 10/18/2024