

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	UNAJAN		
FIRST NAME	MAGDALENE	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	CESAR		
3. DATE OF BIRTH (mm/dd/yyyy)	5/26/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	LOAY, BOHOL	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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:	17. RESIDENTIAL ADDRESS	Philippines
7. HEIGHT (m)	1.57	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	59		SITIO NANGKA KILIM
9. BLOOD TYPE	O+		Subdivision/Village Barangay
10. GSIS ID NO.	81052600375		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	1700-0029-6190	18. PERMANENT ADDRESS	City/Municipality Province
12. PHILHEALTH NO.	190901111573	ZIP CODE	6521
13. SSS NO.	0623191655		House/Block/Lot No. Street
14. TIN NO.	928-833-526		PUROK NANGKA CALVARIO
15. AGENCY EMPLOYEE NO.	V000525		Subdivision/Village Barangay
19. TELEPHONE NO.	+63-53-563-1318		
20. MOBILE NO.	+63-917-1541-530		
21. E-MAIL ADDRESS (if any)	magdalene.unajan@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	UNAJAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RODERICK	NAME EXTENSION (JR., SR) NA	NA	
MIDDLE NAME	MAR			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	0917-130-4169			
24. FATHER'S SURNAME	CESAR			
FIRST NAME	DELFIN	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	LADAO			
25. MOTHER'S MAIDEN NAME	ARAZO			
SURNAME	TARCELA			
FIRST NAME	ABSORDO			
MIDDLE NAME				

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	SENATE PRES. PRO TEMPORE JOSE A. CLARIN MEMORIAL SCHOOL	ELEMENTARY	6/1/1988	4/1/1994	Graduated	1994	Valedictorian
SECONDARY	HOLY TRINITY ACADEMY	SECONDARY	6/1/1994	4/1/1998	Graduated	1998	1st Hon Mention
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	CEBU INSTITUTE OF TECHNOLOGY - UNIVERSITY	BS IN INFORMATION TECHNOLOGY	6/1/1998	4/1/2003	Graduated	2003	Cum Laude
GRADUATE STUDIES	TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES - QUEZON CITY	DOCTOR IN INFORMATION TECHNOLOGY	3/1/2016	—	24 units	NA	CHED K-12


[illegible]

(Continue on separate sheet if necessary)










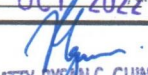
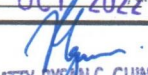
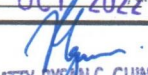
V. WORK EXPERIENCE

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(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 30, 2022	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						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	InterSchool Computing and Computing Colloquium (iCORE)	3/8/2019	3/9/2019	16.0	Peer reviewer	
(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			
	ISO 9001:2015 Awareness/Re-awareness Seminar	8/30/2022	8/31/2022	4.0	Supervisory	Visayas State University
	Training of Trainers on Web Accessibility Audit	7/4/2022	7/8/2022	20.0	Technical	Department of Information and Communications Technology
	Moodle Training for Site Administrator	9/1/2021	10/30/2021	40.0	Technical	Nephila Web Technology, Incorporated
	ISO 9001:2015 Awareness/Re-awareness Seminar	9/13/2021	9/13/2021	4.0	Supervisory	Visayas State University
	Digital Transformation 2021: Preparing for a Future-Driven Education	6/15/2021	6/16/2021	16.0	Technical	UP System Information Technology Foundation
	Turnitin Instructor's Workflow Training	5/31/2021	5/31/2021	8 hours	Technical	Visayas State University
	Managing Research Remotely: Learning from 2020 and Moving Forward to 2021	4/21/2021	4/21/2021	4 hours	Technical	Visayas State University
	Best Practices in Writing and Publishing Your Research Paper	4/16/2021	4/16/2021	4 hours	Technical	Visayas State University
	Webinar on Navigating on the Digital Shift: Instructional Materials to Support the University's Flexible Learning	3/18/2021	3/18/2021	8 hours	Technical	Visayas State University
	ICT Proficiency Examination	3/12/2021	3/12/2021	2 hours	Technical	DICT-Visayas Chapter and ICT Literacy and Competency Development Bureau
	Webinar Workshop on Flexible Learning and Learning Continuity Plan for IT Teachers	1/28/2021	1/29/2021	16 hours	Technical	Philippine Society of IT Educators - Visayas Chapter
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8 hours	Technical	Visayas State University
	OBS Lights, Camera, Action Workshop	10/22/2020	10/22/2020	8 hours	Technical	Preginet, UP-Computer Center
	Creating a Synergy of Best Practices: A Sharing from the Moodle Users in the Region	7/9/2020	7/9/2020	3 hours	Technical	EVHEIs - Flexible Learning Materials System Consortium
	Mentoring the Administrators - Mentors: A Sustainable Approach to Go Live on LMS	7/8/2020	7/9/2020	12 hours	Supervisory	EVHEIs - Flexible Learning Materials System Consortium
	Google Classroom Workshop for VSU Faculty (Batch 1-3)	5/19/2020	5/21/2020	24 hours	Technical	VSU Webteam
(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)	
	PC OPERATION		N/A		Philippine eLearning Society (PeLS)	
	PROGRAMMING		N/A		Philippine Schools, Universities, and Colleges Computer Education and Systems Society (PSUCCESS)	
	DRAWING / SKETCHING		N/A		Philippine Society of Information Technology Educators (PSITE) VIII	
					Institute of Computer Engineers of the Philippines (ICPEP)	
					International Association of Engineers (IAENG)	
					Association of Education Researchers and Trainers	
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		September 30, 2022		
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Finished contract _____												
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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Winston M. Tabada</td><td>DCST, Visayas State Univeristy, Baybay, Leyte</td><td>09175489956</td></tr><tr><td>Larmie S. Feliscuzo</td><td>College of Computer Studies, Cebu Institute of Technology - University, Cebu City</td><td>09333664843</td></tr><tr><td>Rhoderick D. Malangsa</td><td>CCSIT, Southern Leyte State University, Sogod, So. Leyte</td><td>09051160924</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Winston M. Tabada	DCST, Visayas State Univeristy, Baybay, Leyte	09175489956	Larmie S. Feliscuzo	College of Computer Studies, Cebu Institute of Technology - University, Cebu City	09333664843	Rhoderick D. Malangsa	CCSIT, Southern Leyte State University, Sogod, So. Leyte	09051160924
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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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU Employee ID</td></tr><tr><td>ID/License/Passport No.: V000525</td></tr><tr><td>Date/Place of Issuance: January 2, 2010</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: VSU Employee ID	ID/License/Passport No.: V000525	Date/Place of Issuance: January 2, 2010	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>September 30, 2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	September 30, 2022	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this <u>13 OCT 2022</u> Affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYZON C. GUINOCOR</td></tr><tr><td>VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYZON C. GUINOCOR	VSU Chief Legal Officer	Person Administering Oath								
													
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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 2, 2005 – present (16 years)
- Position: Instructor
- Name of Office/Unit: Department of Computer Science and Technology
- Immediate Supervisor: Winston M. Tabada
- Name of Agency/Organization and Location: DCST, ICT Bldg., Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Manages the Learning Management System of the university
- Summary of Actual Duties
 - Instruction
 - Research
 - Extension
 - Other administrative functions

- Duration: June 1, 2003 to October 31, 2005 (2 years)
- Position: Software Instructor
- Name of Office/Unit: AMA Computer Learning Center – Tagbilaran City
- Immediate Supervisor: Ms. Josephine Cabagnet
 - Name of Agency/Organization and Location: Ma. Clara, corner Remolador Streets, Tagbilaran City, Bohol
 - List of Accomplishments and Contributions (if any)
 - Trained officials for DPWH – Tagbilaran on Computer Aided Design using AUTOCAD
 - Summary of Actual Duties
 - Teaching
 - Training CAD

- Duration: May 2, 2003 to August 31, 2003 (3 months)

- Position: Assistant Layout Artist
- Name of Office/Unit: The Bohol Sunday Post
- Immediate Supervisor: Boy Guingguing
- Name of Agency/Organization and Location: Ground Floor Gallares Building 39-B JS Torralba St., Tagbilaran City, Bohol

- List of Accomplishments and Contributions (if any)
 - Did the entire layout a special edition of the newspaper

- Summary of Actual Duties
 - Does the billing for the newspaper advertisements
 - Billing collection
 - Layout artist
 - Assists in the proofreading tasks


MAGDALENE C. UNAJan

(Signature over Printed Name
of Employee/Applicant)

Date: September 30, 2022