

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	Luna		
FIRST NAME	Meriam	NAME EXTENSION (JR., SR) N.A.	
MIDDLE NAME	Martinez		
3. DATE OF BIRTH (mm/dd/yyyy)	7/16/1972	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Ormoc City	If holder of dual citizenship, please indicate the details.	<input 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"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	154 cm		House/Block/Lot No. Street
8. WEIGHT (kg)	75 kg		Bunga
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	CM-3878143 (Policy) & CRN 006-0073-8331-3		Baybay Leyte
11. PAG-IBIG ID NO.	0801-074874-09		City/Municipality Province
12. PHILHEALTH NO.	13-000015368	18. PERMANENT ADDRESS	
13. SSS NO.	None		House/Block/Lot No. Street
14. TIN NO.	186-777-808		Bunga
15. AGENCY EMPLOYEE NO.	V000628		Subdivision/Village Barangay
			Baybay Leyte
			City/Municipality Province
		19. TELEPHONE NO.	None
		20. MOBILE NO.	09359953253
		21. E-MAIL ADDRESS (if any)	meriam.luna@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Luna		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Regino	NAME EXTENSION (JR., SR) N.A.	Diana Grace M. Luna	2/25/1988
MIDDLE NAME	Manilag		Lea M. Luna	9/5/1991
OCCUPATION	Driver/Self-employed		Cindy M. Luna	12/9/1996
EMPLOYER/BUSINESS NAME	Public Utility Vehicle		Regine M. Luna	4/6/1998
BUSINESS ADDRESS	Baybay City, Leyte		Jessica M. Luna	12/24/1999
TELEPHONE NO.	9365341622		Shaira M. Luna	9/23/2001
24. FATHER'S SURNAME	Martinez (Deceased)		Dave Jhared M. Luna	11/3/2009
FIRST NAME	Teodoro	NAME EXTENSION (JR., SR) N.A.		
MIDDLE NAME	Nodalo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Erasmio			
FIRST NAME	Gloria			
MIDDLE NAME	Mendola			

(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	Ormoc City Central School, Ormoc City	Primary Education	1979	1985	Graduated	1985	Second Honor
SECONDARY	Bunga National High School, Bunga, Baybay City, Leyte	Secondary Education	1991	1992	Graduated	1992	Second Honor
VOCATIONAL / TRADE COURSE	N.A	N.A	N.A	N.A	N.A	N.A	N.A
COLLEGE	Franciscan College of the Immaculate Conception, Baybay City, Leyte	Junior Secretarial Course	1993	1995	Graduated	1995	N.A
	Franciscan College of the Immaculate Conception, Baybay City, Leyte	Bachelor of Science in Office Administration	2002	2003	18 units	N.A	N.A
GRADUATE STUDIES	N.A	N.A	N.A	N.A	N.A	N.A	N.A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	June 13, 2024

IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEL BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CSC - TESDA Skills (Data Encoder)	76.78%	Feb. 26, 1999	Ormoc City	Misplace	Expire
	Trade Test for Data Encoder	Passed	Mar. 3, 1999	Tacloban City	Misplace	Expire

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

[illegible]

SIGNATURE		DATE	June 13, 2024
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	None	N.A	N.A	N.A	N.A

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 13, 2024
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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.

Leyte State University/Visayas State University
Visca, Baybay City, Leyte

- Emergency Clerk : February 1996 to August 1996 (10 days per month)
- Clerk/Administrative Aide III: August 26, 1996 to June 30, 2024 (Casual)

- Duration: **August 26, 1996 – June 30, 2024**
- Position: **Administrative Aide III**
- Name of Office/Unit: **Dean of Students Office**
- Immediate Supervisor: **Christina A. Gabrillo**
- Name of Agency/Organization and Location: **Visayas State University-Main Campus**
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative services and financial/administrative documents : preparation of Payrolls, Vouchers, PPMP, PRs, Appointments, Certificates, Notice of Meetings, & other Communications;
 - Deliver an efficient & customer friendly frontline services and performs other related functions;
 - Serves as Deputy Document and Records Controllers.


 MERIAM M. LUNA

(Signature over Printed Name
 of Employee/Applicant)

Date: June 13, 2024