CS Form No. 212 Revised 2017		1,			Mark Control	Andrey Commen	758 k - 207		
levised 2017	PERSO	NAL DATA	A SH	EE					
VARNING: Anv misrepresenta	tion made in the Personal Data Sheet and the	Work Experience Sheet sha	II cause the f	iling of adm	inistrative/c	riminal case/s ag	ainst the per	son	
oncerned.	TO FILLING OUT THE PERSONAL DATA SHEE					or A stations or	Toke i		
Print legibly. Tick appropriate boxes	and use separate sheet if necessary. Indicate N				1. CS ID No.		(Do not fill up. F	or CSC use on	
. PERSONAL INFORMATIO	ON ST								
2. SURNAME	Luna					NAME EXTENSION (JR.	, SR) N.A.		
FIRST NAME	Meriam					NAME EXTENSION (JR.	, SR) N.A.	el Capación (L. C.	
MIDDLE NAME	Martinez			_					
3. DATE OF BIRTH (mm/dd/yyyy)	7/16/1972	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship						
4. PLACE OF BIRTH	Ormoc City	If holder of dual citizen	iship,	THE CAME SOME		Dby birth Pls. indicate co		by naturalization ntry:	
5. SEX	☐ Male ☑ Female	please indicate the details.						V	
6 CIVIL STATUS	☐ Single ☑ Married	17. RESIDENTIAL ADDRESS	- 1800 <u>2</u> 50 (1800 180 170) 18	ma Mankill at Ni	are the state of t		Otropi		
	☐ Widowed ☐ Separated ☐ Other/s:		10	use/Block/Lot No.			Street Bunga		
7. HEIGHT (m)	154 cm	t 10	Su	bdivision/Village Baybay			Barangay Leyte		
To the second se	75 kg	ZIP CODE	a second like	City/Municipality	HE CHARLES	11940	Province		
8. WEIGHT (kg)		18. PERMANENT ADDRESS	10.00	PA 1 PANISH	maria Asaran	2002	750 1 Va		
9. BLOOD TYPE	0		Hot	use/Biock/Lot N	0.		Street Bunga	033	
10. GSIS ID NO.	CM-3878143 (Policy) & CRN 006-0073-8331-3		Subdivision/Village			Barangay			
11. PAG-IBIG ID NO.	0801-074874-09			Baybay Leyte City/Municipality Province			Province Province		
12. PHILHEALTH NO.	13-000015368	ZIP CODE		6521	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
13. SSS NO.	None 19. TELEPHONE NO. None								
14. TIN NO.	186-777-808 20. MOBILE NO.			09359953253					
15. AGENCY EMPLOYEE NO.	V000628	21. E-MAIL ADDRESS (if any)		<u>n</u>	neriam.lu	na@vsu.edu.	ph		
II. FAMILY BACKGROUND			les mus con	III DOEN AND		E-4-ID	DATE OF DID	F1 1 / / / /	
22. SPOUSE'S SURNAME	Luna	NAME EXTENSION (JR., SR) N.A.				DATE OF BIRTH (mm/dd/yyyy 2/25/1988			
FIRST NAME	Regino								
MIDDLE NAME	Manilag	and the second					/1991		
OCCUPATION	Driver/Self-employed		Cindy M. Luna Regine M. Luna				12/9/1996		
EMPLOYER/BUSINESS NAME	Public Utility Vehicle		Jessica M. Luna				4/6/1998		
BUSINESS ADDRESS	Baybay City, Leyte		Shaira M. Luna				12/24/1999		
TELEPHONE NO.	9365341622		Dave Jhared M. Luna				9/23/2001		
24. FATHER'S SURNAME	Martinez (Deceased)	NAME EXTENSION (JR., SR) N.A.	11/0/2003					3/2009	
FIRST NAME	Teodoro								
MIDDLE NAME	Nodalo					The second secon			
25. MOTHER'S MAIDEN NAME	-								
SURNAME	Erasmo				and the second				
FIRST NAME	Gloria Mendola			Ir.	antinua an ca	parate sheet if neces	read		
MIDDLE NAME III. EDUCATIONAL BACKO				(0	Onunue on Se	parate Sheet ii Neces	isary)		
The state of the s				pepion or	ATTENDANCE	HIGHEST LEVEL/		SCHOLARSH ACADEMIC	
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	EE/COURSE		To	UNITS EARNED (if not graduated)	YEAR GRADUATED		
ELEMENTARY	Ormoc City Central School, Ormoc City	Primary Education	on	1979	1985	Graduated	1985	Second	
SECONDARY	Bunga National High School, Bunga, Baybay City,	Secondary Educat	1	1991	1992	Graduated	1992	Honor Second	
GEOUNDART	Leyte	2000ildaiy Eddoa		1991	1002	J. uuuatou		Honor	

VOCATIONAL / TRADE COURSE N.A N.A N.A N.A N.A N.A N.A Franciscan College of the Immaculate Conception, Baybay City, Leyte Junior Secretarial Course 1993 1995 Graduated 1995 COLLEGE Franciscan College of the Immaculate Conception, Baybay City, Leyte 2003 Bachelor of Science in Office Administration 2002 18 units N.A N.A GRADUATE STUDIES N.A N.A N.A N.A allow SIGNATURE DATE June 13, 2024

IV. CIVIL SE	RVICE ELIGIB	ILITY						4 Jan 19	8
27. CAREE		0 (BOARD/BAR) UNDER	RATING	DATE OF	3	A HANALI (MANLELA	4.0L. N.1.	LICENSE (if a	,
		(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	PLACE OF EXAMINATION / CONFERMENT			Date of Validity	
CSC - TESDA Skills (Data Encoder) 76.78%		76.78%	Feb. 26, 1999	Ormo	oc City		Misplace	Expire	
Т.	Trade Test for Data Encoder Passed		Passed	Mar. 3, 1999	Mar. 3, 1999 Taclo			Misplace	Expire
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-7-02			and the second of the second					a consequente frances e propies	and the second second
			(C	ontinue on separate sheet	if necessary)				
	XPERIENCE ite employment.	Start from your recent	work) Descriptio	n of duties should be	indicated in the attached	Work Experi	ence sheet.		
(mr	SIVE DATES n/dd/yyyy)	POSITION TI (Write in full/Do not a			ENCY / OFFICE / COMPANY I/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOD/ PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	То						INCREMENT		
Jul. 1, 2024 Aug. 26,	Present	Clerk/Administrat	-	DSO, VSU, Visca B	aybay, City Leyte SO VSU, Visca Baybay,	14,677.96	N.A.	Casual	Y
1996	06/30/2024 Aug. 25,	Clerk/Administrat		City Leyte		14,677.96	N.A.	Casual	Y
Feb. 1996	1996	Emergency	Clerk	OSA/USSO, VSU, V	/isca Baybay, City Leyte	2,000.00/mo.	N.A.	Emergency	Y
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		1		ontinue on separate sheet	if necessary)				
SIGNA	TURE		than .		DATE	Jur	ne 13, 2024	S FORM 212 (Revised 2)	

/I. VOLUNTARY WORK OR INVOLVEMENT I				JAMILEAT TONYS				
NAME & ADDRESS OF O (Write in full		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK			
None		From N.A	To N.A	N.A		N.A		
					Photos No contract Contract Na			
					Total tips of	The VOID ACCOMENT TO LEASE A B		
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III. LEARNING AND DEVELOPMENT (L&D)		tinue on separate s	THE RESERVE OF THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.					
Start from the most recent L&D/training program and inclu				ief/Executive/Manag	erial positions)			
30. TITI F OF I FARNING AND DEVEL OPMENT INT (Write in ful		ATTEN (mm/d	DATES OF DANCE . d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)		
Inlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State		From Nov. 2	9, 2023	4 Hrs.	Technical	Visayas State University		
Iniversity: Ianaging Government Records and Human Re	nouves Information Sustan		2 10 10 22	24 Hrs.		Personnel Officers Association of the Philippines		
managing Government Records and Human Re	source mormation system	Oct. 26, 2022	Oct. 28, 2022	24 nrs.	Technical	Inc., CSC-Accredited Learning and Devlopment Institution		
Records Management Including HR Records		July 14, 2021	July 16, 2021	24 Hrs.	Technical	Personnel Officers Association of the Philippines Inc., CSC-Accredited Learning and Devlopment Institution		
Control Your Records before They Control You: Management and Records Control" (Webinar)		January	27, 2021	4 Hrs.	Technical	Department of Science and Technology- Science and Technology Information Institute (DOST-STII)		
Orientation of the New Supply Procurement & F System (SPPMIS) via Video Conference		May 2	6, 2020	3 Hrs.	Technical	OVPPRGEA & Supply Office		
Seminar on "Enhancing SUCs' Productivity Thr Management"	ough Smart and Efficient Records	Oct. 16, 2019	Oct. 18, 2019	24 Hrs.	Technical	Philippine Association of State Universities and Colleges		
Norking Towards Personal Effectiveness		Nov. 20, 2018	Nov. 23, 2018	32 Hrs.	Technical	POAP, Inc., CSC Accredited Learning and Development Institution		
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	(Co.	ntinue on separate	sheet if necessar	y)				
VIII. OTHER INFORMATION								
31. SPECIAL SKILLS and HOBBIES	32.	N-ACADEMIC DISTI	NCTIONS / RECO te in full)	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
Typing, Filing, Watching Television & Listenin Music		None			Administrative Personnel Association			
MUSIC			The second second		i ing ing interest of			
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	X	OFF FOR	es en la company					
	(C	ontinue on separat	e sheet if necessa	ry)				
SIGNATURE	. 6	W		D	ATE	June 13, 2024		

	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate					
	Bureau or Department where you will be apppointed,					
	a. within the third degree?		☑ NO			
	b. within the fourth degree (for Local Government Unit - Car	☐ YES [If YES, give details	☑ NO			
35.	a. Have you ever been found guilty of any administrative offer		✓ NO			
			If YES, give details	E		
	b. Have you been criminally charged before any court?	☐ YES If YES, give details Date Filed:	☑ NO			
20	Have you ever been convicted of any crime or violation of an		Status of Case/s:			
	any court or tribunal?	ly law, decree, ordinarios or rogulación o,	If YES, give details	☑ NO S:		
	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en (abolition) in the public or private sector?	nd of term, finished contract or phased out	TES If YES, give details	© NO		
38.	A. Have you ever been a candidate in a national or local ele- Barangay election)?	ction held within the last year (except	YES If YES, give detail	✓ NO ils:		
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local		☐ YES ☑ NO If YES, give details:			
39.	Have you acquired the status of an immigrant or permanent	☐ YES If YES, give details	☑ NO s (country):			
	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),					
	Are you a member of any indigenous group?	YES If YES, please specify	/: NO			
	Are you a person with disability?		YES If YES, please specify	☑ NO / ID No:		
C.	Are you a solo parent?		☐ YES If YES, please specify	✓ NO / ÍD No:		
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	/appointee)		1		
	NAME	ADDRESS	TEL. NO.			
Ms.	Chona A. Brit, RGC.	VSU, Visca Baybay City, Leyte	565-0600-1070			
	Christie Cyrene T. Tauy	VSU, Visca Baybay City, Leyte	565-0600-1067			
-	Aleli A. Villocino	VSU, Visca Baybay City, Leyte	565-0600-1064			
	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu administrative/criminal case/s against me.	nent laws, rules and regulations of the F entative to verify/validate the contents state	Republic of the ed herein.	MERIAM M. LUMA PHOTO		
	Covernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		50.00			
Go	overnment issued ID: GSIS					
CR	RN-006-0073-8331-3 9560641355013	Signature (Sign inside the bo)x)			
Dat	ate/Place of Issuance: Tacloban City, Leyte		Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this	JUN 2024 , affiant exhibiting	g his/her validly issued g	overnment ID as indicated above.		
		ATTY RYSAY C. GUINOCOR				
		Person Administering Oath	1			
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WORK EXPERIENCE SHEET

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

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