

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	GAMUTAN		
FIRST NAME	BEN DANIEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	NAMOC		
3. DATE OF BIRTH (mm/dd/yyyy)	06/02/1999	16. CITIZENSHIP	<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	VALENCIA, BOHOL	If holder of dual citizenship, please indicate the details.	
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"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.65	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street CANSIBAO
8. WEIGHT (kg)	70.05	ZIP CODE	Subdivision/Village Barangay VALENCIA BOHOL
9. BLOOD TYPE	A+		City/Municipality Province 6306
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121319380115	18. PERMANENT ADDRESS	p House/Block/Lot No. Street CANSIBAO
12. PHILHEALTH NO.	120260274312	ZIP CODE	Subdivision/Village Barangay VALENCIA BOHOL
13. SSS NO.	06-4571406-5		City/Municipality Province 6306
14. TIN NO.	636-029-661-00000		
15. AGENCY EMPLOYEE NO.	N/A	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0907 027 3470
		21. E-MAIL ADDRESS (if any)	ben.gamutan@vsu.edu.ph

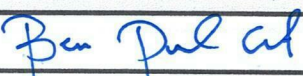
II. FAMILY BACKGROUND

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
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GAMUTAN			
FIRST NAME	BENITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DAGUPLO			
25. MOTHER'S MAIDEN NAME				
SURNAME	NAMOC			
FIRST NAME	MAY FATIMA			
MIDDLE NAME	GAMBUTA		(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	VALENCIA CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	2005	2011	N/A	2011	6TH HONOR
SECONDARY	VALENCIA TECHNICAL VOCATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2011	2015	N/A	2015	1ST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	2015	2020	N/A	2020	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	July 25, 2025
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#### 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
	RA 1080 CIVIL ENGINEERING LICENSURE EXAM	82.5	MAY 1-2, 2022	CEBU CITY	0184477	06/02/2025
	RA 1080 MASTER PLUMBER LICENSURE EXAM	79.9	FEBRUARY 19-20, 2023	CEBU CITY	0019458	06/02/2026

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	Ben Paul
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DATE \_\_\_\_\_

July 25, 2024



## 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		
	SUPREME STUDENT GOVERNMENT	06/02/2014	03/27/2015	N/A	AUDITOR
	THE YOUNG VALENCIAN POST	06/02/2014	03/27/2015	N/A	EDITOR-IN-CHIEF
	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - VSUSC	2015	2020	N/A	REPRESENTATIVE
	COLLEGE OF ENGINEERING - SUPREME STUDENT COUNCIL	2018	2019	N/A	PRESIDENT (2018-2019)
	UNIVERSITY SUPREME STUDENT COUNCIL	2018	2019	N/A	BOARD MEMBER (2018-2019)
	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS - VSUSC	2024	Present	N/A	ADVISER
	FACULTY OF ENGINEERING - SUPREME STUDENT COUNCIL	2024	Present	N/A	ADVISER

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A	N/A	KADUGONG BOL-ANON
		PICE - VSUSC

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
Ben Patel		July 25, 2024	



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:

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:

☐ YES

☒ 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?

☐ YES

☒ 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?

☒ YES

☐ NO

If YES, give details:

RESIGNATION, 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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

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

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	CP. NO.
Engr. NIÑO SALVACION	VALENCIA, BOHOL	0939 929 8126
Engr. GLEN LOMOLOY	JAGNA, BOHOL	0981 293 3506
Prof. EPIFANIA G. LORETO	BAYBAY CITY, LEYTE	0917 144 8661

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.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC ID

ID/License/Passport No.: 0184477

Date/Place of Issuance: BOHOL

Signature (Sign inside the box)

July 25, 2025

Date Accomplished

Doc. No. 160

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Book No. 16

Series of 16

JUL 25 2025

ATTY. EDELL B. CHAVEZ-BUTAYAN

Notary Public for the Province of Leyte, City of Baybay

Notarial Commission No. B-23-12-07

Until December 31, 2025

MCLE Comp. No. VIII-0011446-Valid until Apr. 12, 2028

PTR No. BC0328357 - 01/02/25

IBP O.R. No. 423941 - 01/02/25

TIN No. 207-628-028

Attorney's Roll No. 42391

R. Magasaysay Avenue, Baybay City, Leyte

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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: Aug 12, 2024 – July 31, 2025
- Position: Instructor (Temporary)
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Engr. John Christian L. Gaviola
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Developing and delivering course materials.
  - Assessing student learning, and
  - Participating in departmental activities

- Duration: Aug 16, 2023 – June 30, 2024
- Position: Part-time Instructor
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Creating and Delivering Lectures and Exams
  - Rating Students' Course Performance

- Duration: May 2, 2023 - July 14, 2023
- Position: Site Engineer
- Name of Office/Unit: Engineering Department
- Immediate Supervisor: Engr. Mark Paul Encinas
- Name of Agency/Organization and Location: Metro Stonerich Corporation, Quezon City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Preparation of Detailed Engineering Plans
  - Site Supervision and Inspection in Plumbing and Fire Protection Works
  - Detailed Quantity Surveying Works
  - Supervise Billing and Evaluate Accomplishments of Sub-Contractors

- Duration: June 20, 2022 - Dec 23, 2022
- Position: Site Engineer
- Name of Office/Unit: Engineering Department
- Immediate Supervisor: Engr. Glen Lomoloy
- Name of Agency/Organization and Location: MK Zack Builders, Inc., Jagna, Bohol
- List of Accomplishments and Contributions (if any)

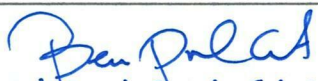
- Summary of Actual Duties
  - Preparation of Detailed Engineering Plans
  - Engineering Surveys
  - Site Supervision in Tower Retrofitting Works
  - Site supervision in Tower Erection Works
  - Detailed Quantity Surveying Works

- Duration: Jan 18, 2021 - Dec 31, 2021
- Position: Engineering Aide
- Name of Office/Unit: Engineering Department
- Immediate Supervisor: Engr. Niño Salvacion
- Name of Agency/Organization and Location: Local Government Unit of Valencia, Bohol

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Preparation of Bidding Documents and Office Works
  - Preparation of Detailed Engineering Plans
  - Engineering Surveys
  - Site Supervision and Inspection

- Duration: Oct 7, 2020 - Dec 7, 2020
- Position: Government Intern
- Name of Office/Unit: Engineering Department
- Immediate Supervisor: Engr. Niño Salvacion
- Name of Agency/Organization and Location: Local Government Unit of Valencia, Bohol

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Preparation of Bidding Documents and Office Works
  - Preparation of Detailed Engineering Plans
  - Engineering Surveys

  
BEN DANIEL N. GAMUTAN  
(Signature over Printed Name  
of Employee/Applicant)

Date: July 25, 2015