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CS Form No.	212
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Revised 2017	A
REVISED JULI	

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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. (Do not fill up. For CSC use only Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2. SURNAME Luna NAME EXTENSION (JR., SR) FIRST NAME Meriam MIDDLE NAME Martinez DATE OF BIRTH 7/16/1972 16 CITIZENSHIP **☑** Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization 4 PLACE OF BIRTH Ormoc City If holder of dual citizenship, Pls. indicate country: please indicate the details. ☐ Male √ Female W Single 7. RESIDENTIAL ADDRESS Married 6 CIVIL STATUS ☐ Widowed House/Block/Lot No. Street ☐ Separated Bunga Other/s: Subdivision/Village Baybay Leyte 154 cm 7. HEIGHT (m) City/Municipa 62 kg 8 WEIGHT (kg) 7IP CODE 6521 18. PERMANENT ADDRESS 0 9 BLOOD TYPE House/Block/Lot No. Street Bunga 10. GSIS ID NO. CM-3878143 (Policy) & CRN 006-0073-8331-3 Subdivision/Village Barangay Bayhay 11. PAG-IBIG ID NO. Leyte 0801-074874-09 City/Municipalit 12 PHILHEALTH NO 13-000015368 ZIP CODE 6521 13. SSS NO. None 19. TELEPHONE NO. None 14. TIN NO. 186-777-808 20 MORILE NO 09359953253 v000628 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) meriam luna@yahoo.com. 22. SPOUSE'S SURNAME Luna 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/vvvv) IAME EXTENSION (JR., SR) Diana Grace M. Luna FIRST NAME Regino 2/25/1988 Lea M. Luna MIDDLE NAME Manilag 9/5/1991 Cindy M. Luna Driver/Self-employed 12/9/1996 Regine M. Luna **Public Utility Vehicle** EMPLOYER/BUSINESS NAME 4/6/1998 Jessica M. Luna **BUSINESS ADDRESS** Baybay City, Leyte 12/24/1999 Shaira M Luna TELEPHONE NO. 9365341622 9/23/2001 Dave Jhared M. Luna 24. FATHER'S SURNAME Martinaz 11/3/2009 NAME EXTENSION (JR., SR) FIRST NAME Teodoro Nodalo MIDDLE NAME 25. MOTHER'S MAIDEN NAME SURNAME Erasmo FIRST NAME Gloria MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP/ HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC YEAR LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From То Second ELEMENTARY Ormoc City Central School, Ormoc City N.A 1979 1985 Graduated 1985 Honor Bunga National High School, Bunga, Baybay City, Second SECONDARY N.A 1991 1992 Graduated 1992 Leyte Honor VOCATIONAL / N.A N.A TRADE COURSE Franciscan College of the Immaculate Conception, COLLEGE Junior Secretarial Course 1993 1995 Graduated 1995 Baybay City, Leyte Franciscan College of the Immaculate Conception, Bachelor of Science in Office Administration 2003 2002 18 units Baybay City, Levte GRADUATE STUDIES N.A N.A SIGNATURE DATE

IV. CIVIL SI	ERVICE ELIG	BILITY							- 0
				DATE OF				, LICENSE (if a	opiicable)
SPECIAL LAWS/CES/CSEE		RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	ATION / CONFER	MENT	NUMBER	Date of Validity	
CSC - TESDA Skills (Data Encoder)		76.78%	Feb. 26, 1999	Feb. 26, 1999 Ormoc City		y - y		10.1	
T	Trade Test for Data Encoder		Passed	Mar. 3, 1999	ban City				
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			(C	ontinue on separate sheet if	necessary)				
	XPERIENCE	t. Start from your recen	ot work) Description	n of duties should be i	ndicated in the attached	l Work Experi	ence sheet		
8. INCLU	JSIVE DATES	POSITION		2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	NCY/OFFICE/COMPANY		SALARY/ JOB/ PAY GRADE (if	CTATUROS	GOVT
From	m/dd/yyyy) To	(Write in full/Do no			Do not abbreviate)	MONTHLY SALARY	applicable)& STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	SERVICE (Y/N)
7/1/2018	Present	Clerk/Administra	ative Aide III	USSO, VSU, Visca B	aybay, City Leyte			Casual	Υ
Aug. 26, 1996	06/30/2018	Clerk/Administra	ative Aide III	OSA/USSO, VSU, Vi	sca Baybay, City Leyte			Casual	Y
Feb. 1996	Aug. 25, 1996	Emergency	y Clerk	OSA/USSO, VSU, Vi	sca Baybay, City Leyte	2,000.00/mo.		Emergency	Y
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SIGN	ATURE		olma		DATE		pre 18	S FORM 212 (Revised 2	0470

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC N-GOVERNMENT /	PEOPLE / VOI	LUNTARY OR	GANIZATION			
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		VE DATES dd/yyyy) To	NUMBER OF HOURS	erin opcop	POSITION / NATURE OF WORK	
None		Spark to	9 ===			
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				A COMPANY OF THE PARTY OF THE P		
(Co VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PR	ntinue on separate OGRAMS ATT					
Start from the most recent L&D/training program and include only the relevant L&D/training taken fo		MATERIAL PROPERTY OF THE PROPE	nlef/Executive/Mana	gerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	ATTEN	E DATES OF NDANCE dd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
Percepts Management Training	From	То		22122222	a the second of the market	
Records Management Training Re-Orientation on the 5S Internal Audit Requirements	7/6/2017	7/7/2017	16 Hrs		ODAHRD	
	6/22/2017		8 Hrs.		ODAHRD	
Basic Cooperative Course Seminar	6/10/2017	Lifectualis	8 Hrs.	ia mana ya ka	VSUCC	
SO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	Mar. 2, 2017	Mar. 3, 2017	16 Hrs		ODAHRD	
Seminar-Workshop on 5S & Records Management	Feb. 18, 2017	some into	8 Hrs.		ODAHRD	
Reorientation of Department/Office Secretaries	Nov. 15, 2016		3 Hrs		ODAHRD & PRPEO	
Procurement Planning Workshop	Sept. 13, 2016		8 Hrs.		ODAHRD	
Drientation on RA 9184 Procurement Law	Sept. 8, 2016	- 11 - 11 - 11 - 1	8 Hrs.	177	ODAHRD	
SO 9001-2008 Orientation & Writeshop Among Clerk & Secretaries Planning-Workshop: On the Preparation & Processing of Documents Relative to	09/21/2015		8 Hrs.	17,447	ODAHRD	
Procurement"	05/27/2015		4 Hrs.		SPMO	
Facilitating Skills Enhancement Seminar for Dormitory Advisers' and Assistant Dormitory Advisers'	Nov. 15, 2014	Nov. 15, 2014	8 Hrs.		USSO (Guidance Unit)	
Basic Facilitating Skills for Big Brothers & Dorm S.A.'s	Sept. 27, 2014	Sept. 27, 2014	8 Hrs.		USSO (Guidance Unit)	
Basic Facilitating Skills for Big Brothers & Dorm S.A.'s	Sept. 27, 2014	Sept. 27, 2014	8 Hrs.		USSO (Guidance Unit)	
Anti-Red Tape Law and CSC Policy on Cash Advances	Sept. 10, 2014	Sept. 10, 2014	8 Hrs.	a ser a	HRMDO	
	est and			PUMPAGALIAL TARRESTA	NACE THE STREET OF THE STREET AND ADDRESS TO STREET AND ADDRESS TO STREET AND ADDRESS AND	
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	ntinue on separate	sheet if necessary	0			
VIII. OTHER INFORMATION	N-ACADEMIC DISTI	NOTIONS / DECO	CAUTION		MEMBERSHIP IN ASSOCIATION/ORGANIZATIO	
31. SPECIAL SKILLS and HOBBIES 32.		te in full)	SNITION	on and the second	33. (Write in full)	
Typing, Filing, Watching Television & Listening Music	Nor	ne			Administrative Personnel Association	
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SIDDONAN	ATTY, RYSAN C. CUNDCOR					
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SIGNATURE			DA	ATE	CS FORM 212 (Revised 2017), Page	

34. Are you related by consanguinity or affinity to the achief of bureau or office or to the person who has immediate and or Department where you will be apppointed,	200 H. H. H. 프라마스 H.		•	
a. within the third degree?		☐ YES ' ☑ NÒ		
b. within the fourth degree (for Local Government Unit	- Carper Employees)2			
b. Within the fourth degree (10) Local Government Offic	- Caled Elliployees)?	☐ YES ☑ NO If YES, give details:		
s. a. Have you ever been found guilty of any administrativ	ve offense?	YES V NO		
		If YES, give details:		
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:			
		Status of Case/s:		
36. Have you ever been convicted of any crime or violation any court or tribunal?	of any law, decree, ordinance or regulation by	☐ YES ☑ NO If YES, give details:		
37. Have you ever been separated from the service in any retirement, dropped from the rolls, dismissal, terminatio (abolition) in the public or private sector?	on, end of term, finished contract or phased out	YES NO If YES, give details:		
as. a. Have you ever been a candidate in a national or loca Barangay election)?	al election held within the last year (except	☐ YES ☑ NO If YES, give details:		
b. Have you resigned from the government service dur- election to promote/actively campaign for a national or	는 이번에 가는 사람들에 살아왔다. 그는 것은 사람들이 느껴지지만 살아야 한다면 하는 것이 되었다면 했다.	☐ YES ☑ NO If YES, give details:		
39. Have you acquired the status of an immigrant or perma	anent resident of another country?	☐ YES ☑ NO If YES, give details (country):		
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b		war a . 90		
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8 Are you a member of any indigenous group?	2750 STEE	☐ YES ☑ NO If YES, please specify:		
Are you a person with disability?	1,045 100 (2.2014 100 10 10 10 10 10 10 10 10 10 10 10 10	☐ YES ☑ NO If YES, please specify ID No:		
Are you a solo parent?	AND A LONG TO LONG THE POWER	☐ YES ☑ NO If YES, please specify ID No:		
41. REFERENCES (Person not related by consanguinity or affinity to app	licant /appointee)	Particular Control of the Control of		
NAME	ADDRESS	TEL. NO.		
rof. Manolo B. Loreto, Jr.	VSU, Visca Baybay City, Leyte			
rs. Marwen A. Castañeda, RGC.	VSU, Visca Baybay City, Leyte			
s. Chona A. Brit, RGC.	VSU, Visca Baybay City, Leyte			
Ideclare under oath that I have personally accompled complete statement pursuant to the provisions of perimeters. I authorize the agency head/authorized repagree that any misrepresentation made in this administrative/criminal case/s against me.	pertinent laws, rules and regulations of the I presentative to verify/validate the contents state	Republic of the dherein.	LUNA	
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance				
Government issued ID: GSIS	allina	Market and the Control of the Contro		
CRN-006-0073-8331-3 9560641355013	Signature (Sign inside the bo	x)		
Date/Place of Issuance: Tacloban City, Leyte	Date Accomplished	Right Thumbr	nark	
SUBSCRIBED AND SWORN to before me this	ATTY. RYSAN C. GUINOO	g his/her validly issued government ID as indicated	above.	
	VSU LEGAC DEFINE Oath			