

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	MUAÑA		
FIRST NAME	ROGER	NAME EXTENSION (JR., SR) SENIOR	
MIDDLE NAME	TORCINO		
3. DATE OF BIRTH (mm/dd/yyyy)	3/1/1973	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	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.63	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street SITIO LONoy SAN ISIDRO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	64	ZIP CODE	6521-A
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	House/Block/Lot No. Street SITIO LONoy SAN ISIDRO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	021-1942-5911-4	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	915232591031	19. TELEPHONE NO.	NONE
12. PHILHEALTH NO.	13-0500062862-7	20. MOBILE NO.	09263177821
13. SSS NO.	06-2325840-4	21. E-MAIL ADDRESS (if any)	NONE
14. TIN NO.	286-657-374		
15. AGENCY EMPLOYEE NO.	V00844		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MUAÑA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELMA	REGINNE D. MUAÑA	11/6/2002
MIDDLE NAME	DALANON	SARAH JEAN D. MUAÑA	8/7/2005
OCCUPATION	HOUSEWIFE	CHARISE D. MUAÑA	1/3/2013
EMPLOYER/BUSINESS NAME	N/A	CHARLINE D. MUAÑA	8/12/2016
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	MUAÑA		
FIRST NAME	TOMAS	NAME EXTENSION (JR., SR) SENIOR	
MIDDLE NAME	BASARTE		
25. MOTHER'S MAIDEN NAME			
SURNAME	TORCINO		
FIRST NAME	ANGELITA		
MIDDLE NAME	SURINGA	(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	CARLOS P. GARCIA ELEMENTARY SCHOOL	PRIMARY EDUCATION	1980	1986		1986	NONE
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1986	1990		1990	NONE
VOCATIONAL / TRADE COURSE	CONCORD TECHNICAL INSTITUTE	AUTOMOTIVE MECHANIC	1993	1994		1994	NONE
COLLEGE	NONE						
GRADUATE STUDIES	NONE						

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	11-04-20

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
	NC II AUTOMOTIVE SERVICING	PASSED	4/11/2013	TESDA, CALUBIAN, LEYTE	13080302004329	4/11/2013

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2020	PRESENT	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	P15,524.00	6	TEMPORARY/ REGULAR	YES
1/1/2019	12/31/2019	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	P14,847.00	6	TEMPORARY/ REGULAR	YES
7/1/2018	12/31/2018	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	P14,847.00	6	TEMPORARY/ REGULAR	YES
1/1/2017	12/31/2017	HEAVY EQUIPMENT OPERATOR I	VISAYAS STATE UNIVERSITY	P12,155.00	4	TEMPORARY/ REGULAR	YES
1/1/2016	12/31/2016	HEAVY EQUIPMENT OPERATOR I	VISAYAS STATE UNIVERSITY	P11,658.00	4	TEMPORARY/ REGULAR	YES
7/1/2015	12/31/2015	HEAVY EQUIPMENT OPERATOR I	VISAYAS STATE UNIVERSITY	P11,181.00	4	TEMPORARY/ REGULAR	YES
7/1/2014	6/30/2015	HEAVY EQUIPMENT OPERATOR I	VISAYAS STATE UNIVERSITY	P11,181.00	4	TEMPORARY/ REGULAR	YES
10/16/2011	6/31/2014	DIESEL MACHANIC	VISAYAS STATE UNIVERSITY	P350.00/DAY		JOB ORDER	YES
7/15/2008	3/31/2011	DIESEL MACHANIC	AUTOMATIC ORMOC BRANCH				NO
9/24/2005	4/29/2008	DIESEL MACHANIC	HYPER AUTOMOTIVE ORMOC BRANCH				NO
9/17/2002	9/23/2005	DIESEL MACHANIC	HYPER AUTOMOTIVE CEBU BRANCH				NO
1/20/1999	5/4/2002	DIESEL MACHANIC	NK MOTORS				NO
6/26/1997	8/25/1999	GAS/DIESEL MECHANIC	TOTAL CARCARE, INCORPORATED				NO
4/8/1996	3/15/1997	MECHANIC	888 HANDYMAN SERVICING				NO
1/18/1995	2/20/1996	DELIVERY TRUCK DRIVER	EMCOR APPLIANCE, INCORPORATED				NO

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11-04-20
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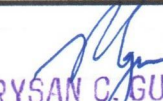
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

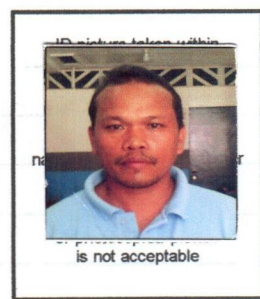
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VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	11-04-20
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>DR. HENRY Y. GOLTIANO</td><td>VISAYAS STATE UNIVERSITY</td><td>9086866102</td></tr><tr><td>MS. ALICE FLORES</td><td>VISAYAS STATE UNIVERSITY</td><td></td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. HENRY Y. GOLTIANO	VISAYAS STATE UNIVERSITY	9086866102	MS. ALICE FLORES	VISAYAS STATE UNIVERSITY				
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DR. HENRY Y. GOLTIANO	VISAYAS STATE UNIVERSITY	9086866102											
MS. ALICE FLORES	VISAYAS STATE UNIVERSITY												
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td style="padding: 2px;">Government Issued ID: DRIVER'S LICENSE</td></tr><tr><td style="padding: 2px;">ID/License/Passport No.: G01-94-179776</td></tr><tr><td style="padding: 2px;">Date/Place of Issuance: BAYBAY CITY, LEYTE</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: DRIVER'S LICENSE	ID/License/Passport No.: G01-94-179776	Date/Place of Issuance: BAYBAY CITY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 80px; text-align: center; vertical-align: middle;"> Signature (Sign inside the box) 11-04-20 Date Accomplished</td><td style="width: 150px; height: 100px; text-align: center; vertical-align: middle;"> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) 11-04-20 Date Accomplished	 Right Thumbmark					
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<p>SUBSCRIBED AND SWORN to before me this <u>13 NOV 2020</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> ATTY. RYSAN C. GUINOCOR PSYCHICAL OFFICER Person Administering Oath</div>													



PHOTO



Right Thumbmark