

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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	154 cm	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	74 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	ZIP CODE	6521
13. SSS NO.	None	18. PERMANENT ADDRESS	
14. TIN NO.	186-777-808	19. TELEPHONE NO.	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V000628		Bunga
			Subdivision/Village Barangay
			Baybay Leyte
		City/Municipality Province	
		ZIP CODE	6521
		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		Dave Jhared M. Luna	11/3/2009
FIRST NAME	Teodoro	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Nodolo			
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	December 14, 2023
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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
	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]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	December 14, 2023

V. 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)

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


[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 14, 2023
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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 checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" 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 checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" 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 checked="" 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 checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" 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>Ms. Chona A. Brit, RGC.</td> <td>VSU, Visca Baybay City, Leyte</td> <td>565-0600-1070</td> </tr> <tr> <td>Mrs. Marwen A. Castañeda, RGC.</td> <td>VSU, Visca Baybay City, Leyte</td> <td>565-0600-1067</td> </tr> <tr> <td>Dr. Aleli A. Villocino</td> <td>VSU, Visca Baybay City, Leyte</td> <td>565-0600-1064</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Ms. Chona A. Brit, RGC.	VSU, Visca Baybay City, Leyte	565-0600-1070	Mrs. Marwen A. Castañeda, RGC.	VSU, Visca Baybay City, Leyte	565-0600-1067	Dr. Aleli A. Villocino	VSU, Visca Baybay City, Leyte	565-0600-1064		
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<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>															
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<p>SUBSCRIBED AND SWORN to before me this <u>12 JAN 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p>															
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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 – December 31, 2023 (Casual)

- Duration: **August 26, 1996 – December 31, 2023**
- Position: **Administrative Aide III**
- Name of Office/Unit: **Dean of Students Office**
- Immediate Supervisor: **Chona A. Brit**
- 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: 01/01/24