

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 FIRST NAME MIDDLE NAME		BALAGA CLE MARVEN PALMA		NAME EXTENSION (JR., SR)	
3. DATE OF BIRTH (mm/dd/yyyy)	3/28/1993	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.		<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 CITY				
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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE		556-A 30 de Diciembre House/Block/Lot No. Street Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521	
7. HEIGHT (m)	1.68 m.	18. PERMANENT ADDRESS ZIP CODE		556-A 30 de Diciembre House/Block/Lot No. Street Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521	
8. WEIGHT (kg)	70 kg.	19. TELEPHONE NO.			
9. BLOOD TYPE	O	20. MOBILE NO.		09606559310	
10. GSIS ID NO.	4162 9802 0017 3820	21. E-MAIL ADDRESS (if any)		clemarven.balaga@gmail.com	
11. PAG-IBIG ID NO.	914197192015				
12. PHILHEALTH NO.	12-051352483-3				
13. SSS NO.	06-3562821-3				
14. TIN NO.	318-117-221-000				
15. AGENCY EMPLOYEE NO.					

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME		FERNANDEZ LYNN DE PAZ		23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)	
OCCUPATION		Bank Accounting Assistant		Dawson Ri F. Balaga		7/20/2020	
EMPLOYER/BUSINESS NAME		BDO Unibank - Gaisano Riverside Branch		Athaliah Ynez F. Balaga		11/10/2022	
BUSINESS ADDRESS		Gaisano Riverside, Brgy. Alegria, Ormoc City, Leyte					
TELEPHONE NO.							
24. FATHER'S SURNAME FIRST NAME MIDDLE NAME		BALAGA FLORO VARRON					
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME		PALMA ROSA ANA PILAPIL					
(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	SCHOLARS HIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BAYBAY NORTH CENTRAL SCHOOL		6/7/1999	3/18/2005	Graduate	2005	With Honors
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL		6/7/2005	3/21/2009	Graduate	2009	Honorabl e
COLLEGE	UNIVERSITY OF SAN JOSE-RECOLETOS	BACHELOR OF SCIENCE IN TOURISM	6/14/2010	3/18/2014	Graduate	2014	
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY-PHINMA	MASTER OF BUSINESS ADMINISTRATION mjaor in TOURISM & LEISURE MANAGEMENT	6/28/2015	3/21/2016	18 units	2017	
	CEBU TECHNOLOGICAL UNIVERSITY	DIPLOMA IN PROFESSIONAL EDUCATION	4/3/2017	7/7/2017	Graduate	2017	
	UNIVERSITY OF SAN CARLOS	MASTER OF MANAGEMENT major in TOURISM MANAGEMENT	1/20/2021	Present	Graduate	2024	

SIGNATURE		DATE	
		2-5-2024	


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
Licensed Professional Teacher	84.8%	8/30/2018	TACLOBAN CITY, LEYTE	1713820	3/28/2022
Tourism Promotions Services NCII		2/6/2018	Tagbilaran City, Bohol	1807120201384 8	1/6/2023


(Continue on separate sheet if necessary)


V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2-5-2024
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SIGNATURE		DATE	2-5-2024
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SIGNATURE		DATE	2-5-2024
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[illegible][illegible]

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write)
Sports - Basketball/Badminton	Research Presenter, Eastern Visayas Basic Education Research Conference, October 25-26, 2018	Member - Association of Human Resource Managers in Hospitality Industry - Cebu
Playing Guitar and Listening to Music	Research Presenter, 4th Division Research Conference, March 16, 2018	Member - Cebu Tourism and Hospitality Educators
Surfing the Internet		

180

2-5-2029

<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>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> 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>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> YES, give details: _____</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>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> 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>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> 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>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> YES, give details: _____</p> <p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> 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>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>If YES, please specify: _____</p> <p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>If YES, please specify ID No: _____</p> <p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></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. Ritchel Marie Villamor</td> <td>Zone 1, Baybay City, Leyte</td> <td>9176365510</td> </tr> <tr> <td>Dr. Sherlita Palma</td> <td>Brgy. Libertad, Ormoc City</td> <td>9158278310</td> </tr> <tr> <td>Noel V. Moscatiles</td> <td>Brgy. Villa Solidaridad, Baybay City</td> <td>9052608347</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Ritchel Marie Villamor	Zone 1, Baybay City, Leyte	9176365510	Dr. Sherlita Palma	Brgy. Libertad, Ormoc City	9158278310	Noel V. Moscatiles	Brgy. Villa Solidaridad, Baybay City	9052608347
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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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government issued ID: PRC License</p> <p>ID/License/Passport No.: 1713820</p> <p>Date/Place of Issuance: Ormoc City / January 10, 2019</p>	<p>Signature (Sign inside the box)</p> <p><i>[Signature]</i></p> <p>2-J-2029</p> <p>Date Accomplished</p>												
<p>SUBSCRIBED AND SWORN to before me this <u>05 FEB 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p>Person Administering Oath</p> <p>ATTY. RYSAN L. GUINOCOR</p> <p>VSU Chief Legal Officer</p>													

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

- Duration: May 15, 2017 – February 7, 2024
- Position: Teacher II
- Name of Office/Unit: Baybay City Senior High School/Baybay City Division
- Immediate Supervisor: Sarah B. Macawili
- Name of Agency/Organization and Location: Department of Education
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for performing administrative tasks and coordinatorship.
 - Responsible for creating and updating course materials, including modules and lesson plans.
 - Deliver engaging lectures, lead discussions, and facilitate hands-on activities to teach students essential concepts relating to core, applied and specialized subjects.
 - Instructors evaluate student performance through assignments, exams, and projects, providing constructive feedback and assigning grades to track and measure students' progress and understanding of the subject matter.
 - Engage in research projects and attend conferences.

- Duration: June 5, 2014 – March 21, 2017
- Position: College Instructor
- Name of Office/Unit: Tourism & Hospitality Management Department
- Immediate Supervisor: Jeovane Digal, MBA
- Name of Agency/Organization and Location: Asian College of Technology
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for performing administrative and technical tasks.
 - Responsible for creating and updating course materials, including syllabi and educational resources, to ensure alignment with industry standards.
 - Deliver engaging lectures, lead discussions, and facilitate hands-on activities to teach students essential concepts and skills related to tourism and hospitality.
 - Instructors evaluate student performance through assignments, exams, and projects, providing constructive feedback and assigning grades to track and measure students' progress and understanding of the subject matter.
 - Engage in research projects, attend conferences, and stay updated with industry advancements to enhance expertise.


CLE MARVEN P. BALAGA

(Signature over Printed Name
of Employee/Applicant)

Date: March 8, 2024