CS Form No. 212		*		•			August 180	- 1000
Revised 2017	DEDGO	NAL DAT	A CL	EET	me de que			
- I - I	PERSU	NAL DAT	A 311	IEEI				
	tion made in the Personal Data Sheet and the	Work Experience Sheet sh	all cause the f	iling of admir	nistrative/c	riminal case/s ag	ainst the pers	son
concerned.	TO FILLING OUT THE PERSONAL DATA SH					3044.00 88	15 7510	
	s ( and use separate sheet if necessary. Indicate				I. CS ID No.		(Do not fill up. Fo	or CSC use only
. PERSONAL INFORMATIO	ON							
2. SURNAME	BUG-ATAN							
FIRST NAME	MARJORIE		1-		-	NAME EXTENSION (JR.,	SR)	
MIDDLE NAME	BUQUIRAN			-34				
3. DATE OF BIRTH	***	Lo artirio no						
(mm/dd/yyyy)	9/18/1995	16. CITIZENSHIP		✓ Filipino □ Dual Citizenship				
4. PLACE OF BIRTH	Baybay Public Hospital	If holder of dual citize	nshin	✓ by birth				ation
		4   1   1   2   2   2   2   2   2		4-ila				
5. SEX	☐ Male ☑ Female	please indicate the details.		Philippines				
6 CIVIL STATUS	✓ Single	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BRGY. UGUIS					
	Other/s:	The service State of the Property of						STOREST CONTRACT
7. HEIGHT (m)	1.52m		Su	nbdivision/Village MAHAPLAG	or i grand		LEYTE	
Teefficial I	The second secon	*************	0	City/Municipality	//Municipality		Province	
8. WEIGHT (kg)	65.7kg	ZIP CODE				6512	DI-	10001
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	Hou	use/Block/Lot No			Street	4192019
10. GSIS ID NO.	AX Contaction Contaction	dean is a Faithean .		dodinio io a N/illo e o	AGSBA	Е	RGY. UGUIS	17000018
11. PAG-IBIG ID NO.	121168411508	MERCLOTTO PROCESSORS	Subdivision/Village MAHAPLAG		AG	Barangay LEYTE		
CHARLES CO. C.	(0.000000000000000000000000000000000000	The Law Teachers	City/Municipality			Province		
12. PHILHEALTH NO.	12-025513336-0	ZIP CODE		6512				
13. SSS NO.	06-3806025-0	19. TELEPHONE NO.						
14. TIN NO.	777-368-704-000	20. MOBILE NO.	0999-429-8720					
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	marjorieb	ugatan7@	gmail.co	om		
II. FAMILY BACKGROUND	)							
22. SPOUSE'S SURNAME	N/A		23. NAME of CI	HILDREN (Write	full name an	d list all)	DATE OF BIRT	TH (mm/dd/yyyy
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A			N/A		
MIDDLE NAME	N/A	,						
OCCUPATION	N/A		i i					
	N/A							
EMPLOYER/BUSINESS NAME								
BUSINESS ADDRESS	N/A							
TELEPHONE NO.	N/A							
24. FATHER'S SURNAME	BUG-ATAN	MANE EVIENDION (IE. 20)						
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)						
MIDDLE NAME	DUARTE			^				
25. MOTHER'S MAIDEN NAME	CASAL							
SURNAME	BUG-ATAN							
FIRST NAME	MARIZA			- K 1				
MIDDLE NAME	BUQUIRAN	• =		(Co	ntinue on se	parate sheet if neces	sary)	
III. EDUCATIONAL BACKO	GROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR (Write in fyll)	EE/COURSE	PERIOD OF A		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS
ELEMENTARY	ST.BRIGIDS ELEMENTARY SCHOOL	PRIMARY EDUCA	TION	From <b>2002</b>	To <b>2008</b>	GRADUATED	2008	RECEIVED N/A
SECONDARY	MAHAPLAG NATIONAL HIGHSCHOOL	SECONDARY EDUC	CATION	2008	2012	GRADUATED	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A		N/A	N/A	N/A	N/A	N/A

BACHELOR OF SCIENCE IN HOTEL, COLLEGE VISAYAS STATE UNIVERSITY RESTAURANT AND TOURISM 2012 2016 GRADUATED 2016 N/A MANAGEMENT BACHELOR OF SCIENCE IN SECONDARY FRANCISCAN COLLEGE OF IMMACULATE GRADUATE STUDIES 2019 2020 GRADUATED 2020 N/A CONCEPCION **EDUCATION** Sur Ila 1- 24- 2022 SIGNATURE CS FORM 212 (Revised 2017), Page 1 of 4 DATE

	RVICE ELIGIBIL		1/4 1/4	D			de Al-	HOENOF #	nnlicable)
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 EXAMINA	RMENT NUMBER		Date of Validity		
DRIVERS LICENSE			9/6/2018	BAYBAY DIST	E	H12-12-002111	9/17/2023		
	and the state of the state of	Carrier Land	2,72,200						3, 77, 202.
							39 (4-7)		**************************************
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	s.,	- 2		:	7 1 2				
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	sive employment.	State from your recei	n work, Description	or cuttes should	be indicated in the attach	ed WORK EX	SALARY/ JOB/ PAY		
	n/dd/yyyy) To	POSITION T (Write in full/Do not		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
4/19/2016	3/15/2017	PURCHASING		,	ID CONFERENCE CENTER CEBU	5500.00	N/A	AGENCY	No
5/29/2018	6/15/2019	TESDA OFI	TICER		chnology Institute	4500.00	N/A	REGULAR	No
4/5/2021	Present	Part-Time Ins	tructor	Department of Tourism and Hospitality Managemnt, Visayas State University		20000.00	N/A	PART-TIME	Yes
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	ATURE		Affre (C	ontinue on separate she	T		00.500	212 (Revised 2017)	Page 2 of A

29. NAME & ADDRESS OF	ORGANIZATION	INCLUSIV		FOLL SERVE	CHEST OW	THE STREET OF SHIP STREET, THE STREET OF THE STREET
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		(mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK
		From	То			Compensation was
N/A	7 24 T	N/A	N/A	N/A	ad trop of by	Leading the fourth dags AM for Local Government
<u> </u>	158 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			Y Sanstio sw	BIENLIED V	a Have you ever takin found pully of an
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()A_S3	291 LJ				DOS VIELBIO	Hava you cen chimhally only ged net
(select)					1	
II. LEARNING AND DEVELOPMENT (L&		nue on separate s		ny)		
tart from the most recent L&D/training program and in		4		n Chief/Executive/Mar	nagerial positions,	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE ATTEN (mm/d	DANCE d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ * Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
SPECIAL MEETINGS FOR TVI DISTRICT III,I	V,V GRADUTAION FOR 2018 TWSP	From 6/21/2018	To	8 HOURS	0.0 0 / OHE	WESTERN LEYTE COLLEGE
THE DEVELOPMENT OF TECHNICAL AND EDUCATION TESDA	DNAL SKILLS DEVELOPMENT AUTHORITY	7/29/2018	en richay o	8 HOURS	uj io is io lon	LA RICA HOTEL TACLOBAN CITY, LEYTE
2ND TVET ADMINISTRATOR AND ASSES	SSMENT CENTERS MANAGERS	7/30/2018	**	8 HOURS		LA RICA HOTEL TACLOBAN CITY, LEYTE
STRESS MANAGEMEN	NT SEMINAR	9/7/2019	ninum.(S)	8 HOURS	¥ 85 74 9 176	FRANCISCAN COLLEGE OF IMMACULATE CONCEPCION
FOOD SAFETY AND HYG	SIENE SEMINAR	5/20/2021	ETILORS D	8 HOURS		FOOD AND SAFETY HYGIENE, PHILIPPINE
ORGANIZING OPEN EDUCATIONAL	RESOURCES USING SITES	7/13/2021		2 HOURS		DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY - MINDANA
EMBRACING THE INDUSTRY'S PERSPECTI	IVE AMIDST PANDEMIC WEBINAR	7/16/2021		8 HOURS	Talifer treated a respect	COLLEGE OF COMMUNITY AND RESOURCE DEVELOPMENT-NARRA
THE FUTURE OF EDUCATION:HELPING TEACHERS STAY RELEVANT			rotol a fi	2 HOURS	((1.83.04)) /\$198.45)	AKADASIA
MANAGING AND ORGANIZING SOCIAL ACTIVITIES AND EVENTS UNDER THE NEW NORMAL				2 HOURS	Paulo	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY - MINDANAC
CME Faculty and Staff Consultation on the Face Classes on Al		12/3/2021		3 Hours		Visayas State University, Visca Baybay City, Lo
STORY Y	micz garet, se -					Closed of as and on
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	Con	inue on separate :	hant if nacares			em tanco
III. OTHER INFORMATION	)	inde on separate		<b>-7)</b>		
31. SPECIAL SKILLS and HOBBIES	32. NON		NCTIONS / RECO	OGNITION	301940.00	33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT (Write in full)
READING	N/A				rtts00-St-STH N/A <sub>M</sub> thonson-Tomen	
WRITING	8100.00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				Place or tests, m.e. 960 2018	
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SFUK15	1				,	
			4		rt.	
	(Con	tinue on separate	sheet if necess	NAME AND ADDRESS OF THE OWNER, WHEN PERSON NAMED IN		
SIGNATURE	Janu Ha		DATE	1-0	24 - 22	CS FORM 212 (Revised 2017), Page

			<u> </u>				
34.	Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate so Bureau or Department where you will be approinted,						
	a. within the third degree?		☐ YES ☑ NO				
	b. within the fourth degree (for Local Government Unit - Caree	er Employees)?	☐ YES ☑ NO				
			If YES, give details:				
35.	a. Have you ever been found guilty of any administrative offer	nse?	☐ YES ☑ NO				
			If YES, give details:				
	b. Have you been criminally charged before any court?		☐ YES ☑ NO				
			If YES, give details:				
100		Politica Control of States (Section 1997)	Date Filed:Status of Case/s:				
36.	Have you ever been convicted of any crime or violation of any						
	any court or tribunal?		If YES, give details:				
		200 (200 (200 (200 (200 (200 (200 (200	1 <u>1 1 1 1 1 1 1</u>				
37.	Have you ever been separated from the service in any of the		☑ YES □ NO				
	dropped from the rolls, dismissal, termination, end of term, fin the public or private sector?	is red contract or phased out (aboution) in	If YES, give details:  RESIGNATION: Resigned due to family matters.				
38.	AND REPORT OF THE PROPERTY OF	ion held within the last year (except	☐ YES ☑ NO				
	Barangay election)?	A CONTRACTOR OF THE STATE OF TH	If YES, give details:				
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local c		☐ ¸YES ☑ NO If YES, give details:				
39.	Have you acquired the status of an immigrant or permanent r	esident of another country?	☐ YES ☑ NO				
			If YES, give details (country):				
	CONTROL OF THE PROPERTY OF THE PLANT	An I stolled to blades					
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magrand (c) Solo Parents Welfare Act of 2000 (RA 8972), please		BURA NATE SEEDARE DAR BARKET TOPES AS ITTELLED				
a.	Are you a member of any indigenous group?		☐ YES ☑ NO				
	e et al. 200 record apply after production	250.450	If YES, please specify:				
b.	Are you a person with disability?	☐ YES ☑ NO If YES, please specify ID No:					
C.	Are you a solo parent?		☐ YES ☑ NO				
			If YES, please specify ID No:				
41.	REFERENCES (Person not related by consanguinity or affinity to applicant						
H	NAME	ADDRESS	TEL. NO.				
	KLENEE GRACE A. ACEDILLA	42.A MABINI STREET, BAYBAY CITY LEYTE	9563593230				
	LAWRENCE BERING JI	P. RODRIGUEZ ST. LOOC, LAPU LAPU CITY, CEBU	99748019897				
-	VENICE B. IBAÑEZ	BRGY. GABAS, BAYBAY CITY, LEYTE	9356585386				
42.	I declare under oath that I have personally accomplished this statement pursuant to the provisions of pertinent laws, rules the agency head / authorized representative to verify misrepresentation made in this document and its attachmagainst me.	and regulations of the Republic of the Phil Avalidate the contents stated herein.	agree that any				
1	Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.)						
1	PLEASE INDICATE ID Number and Date of Issuance						
H	Government Issued ID: LAND TRANSPORTATION OFFICE						
	D/License/Passport No.: H12-12-002111	x)					
	Date/Place of Issuance: 9/6/2018	1-24-22 Date Accomplished	Right Thumbmark				
- Charles	SUBSCRIBED AND SWORN to before me this	iting his/her validly issued government ID as indicated above.					
No. or Spile			arge-ar				
-							
-		Person Administering Oath					

## **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: April 5, 2021 Present
- Position: Part-Time Instructor/ BSHM Program Secretary
- Name of Office/Unit: Department of Tourism and Hospitality Management.
- Immediate Supervisor: Venice B. Ibañez
- Name of Agency/ Organization and Location: Visayas State University, Visca, Baybay City, Leyte.
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible for preparing lessons to be taught during class discussions.
    - Responsible for assisting students with academic concerns.
    - Responsible for training, teaching and providing students with the needed knowledge that they must acquire for the/ their chosen degree.
- Duration: May 29, 2018 June 15, 2019.
- Position: TESDA Officer
- Name of Office/Unit: Administrative Division
- Immediate Supervisor: Klenee Grace A. Acedilla
- Name of Agency/Organization and Location: Acedilla Technological Institute, Baybay City, Leyte.
  - List of Accomplishments and Contributions (if any)
    - Renewed the schools TESDA Licence in Bartending and Housekeeping.



Summary of Actual Duties

Responsible for holding and facilitating TESDA Scholarship programs, Assist and process NCII Certificates, Monitoring of TESDA Assessment Centers and UPTRAS Registrations.

- Duration: April 19, 2016 March 15, 2017.
- Position: Purchasing Clerk/ Officer.
- Name of Office/Unit: Purchasing Department (Finance and Administrative Unit)
- Immediate Supervisor: Claire Dichosa
- Name of Agency/Organization and Location: Kares International, Quest Hotel and Conference Centre, Cebu.
  - List of Accomplishments and Contributions (if any)
    - Located and Established competent supply chain partners for the Hotel.

## Summary of Actual Duties

- Responsible for sourcing out supply chain partners for the entire hotel and its departments.
- Accepting and processing of purchase request of hotel departments and making purchase orders to hotel suppliers.

MARJORIE B. BUG-ATAN
(Signature over Printed Name
Of Employee/Applicant)

Date: \_\_ 1-24-22