

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	BURLAS		
FIRST NAME	MARLON	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GARANDE		
3. DATE OF BIRTH (mm/dd/yyyy)	09/17/1982	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	MARIVELES, BATAAN	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	SITIO AHAG House/Block/Lot No. Street BARANGAY CAN-UNTOG Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
7. HEIGHT (m)	165 m	ZIP CODE	18. PERMANENT ADDRESS
8. WEIGHT (kg)	75 kg		SITIO AHAG House/Block/Lot No. Street BARANGAY CAN-UNTOG Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
9. BLOOD TYPE	B+	19. TELEPHONE NO.	053 560 5364
10. GSIS ID NO.	BP# 2005109901	20. MOBILE NO.	+63917 634 1520
11. PAG-IBIG ID NO.	1211-1123-7133	21. E-MAIL ADDRESS (if any)	wasdakamrln@gmail.com/marlon.burlas@vsu.edu.ph
12. PHILHEALTH NO.	13-050135919-0		
13. SSS NO.	CRN 0111-4823603-6		
14. TIN NO.	936-201-622		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ELEGIO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MAY JAY	MIRA GABRIELLE E. BURLAS	12/28/2018*
MIDDLE NAME	ESGUERRA	ZYANA KEESHA E. BURLAS	3/13/2020
OCCUPATION	KEY ACCOUNT SPECIALIST	N/A	N/A
EMPLOYER/BUSINESS NAME	DELFI MARKETING INCORPORATED	N/A	N/A
BUSINESS ADDRESS	30M TUAZON STREET, PARANG, MARIKINA, METRO MANILA	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A
24. FATHER'S SURNAME	BURLAS		
FIRST NAME	MARIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DADIZON		
25. MOTHER'S MAIDEN NAME			
SURNAME	GARANDE		
FIRST NAME	LUZ		
MIDDLE NAME	FONTILAR		

(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	CAN-UNTOG ELEMENTARY SCHOOL	PRIMARY EDUCATION GRADUATE	1989	1995		1995	VALEDICTORIAN
SECONDARY	IPII NATIONAL HIGH SCHOOL	SECONDARY EDUCATION GRADUATE	1995	1999		1999	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY - ORMOC CAMPUS	BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING	2008	2011		2011	
	EASTERN VISAYAS STATE UNIVERSITY - TACLOBAN MAIN CAMPUS	BACHELOR OF SCIENCE IN GEOTHERMAL ENGINEERING	1999	2004		2004	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 24, 2021
-----------	---	------	---------------

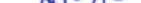


27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	<b>LICENSURE FOR MECHANICAL ENGINEER</b>	<b>81.5%</b>	<b>10/24/2011</b>	<b>GUADALUPE, CEBU CITY</b>	<b>0077404</b>	<b>2020</b>
	<b>PROFESSIONAL DRIVER'S LICENSE</b>	<b>N/A</b>	<b>01/18/2005</b>	<b>ORMOC CITY, LEYTE</b>	<b>H0305000191</b>	<b>2019</b>

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	June 24, 2021
-----------	---	------	---------------



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	KRISTYANONG KABATAAN PARA SA BAYAN - ORMOC CITY CHAPTER	01/20/2008	PRESENT	N/A	MEMBER/VOLUNTARY ORGANIZATION

(Continue on separate sheet if necessary)

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)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	BOSH for GOVERNMENT WORKERS	06/07/2021	06/11/2021	40 Hours	TECHNICAL	DOLE REGION VIII
	SEMINAR ON THE REVISED IMPLEMENTING RULES AND REGULATION OF THE REPUBLIC ACT 9184	05/17/2021	07/21/2021	24 HOURS	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT REGION VIII
	PREDICTIVE MAINTENANCE OF ELECTRIC MOTORS	10/05/2020	10/05/2020	8 HOURS	TECHNICAL	MEGGER ASIA
	DISASTER RISK REDUCTION TRAINING FOR NGCP PARTNER COMMUNITIES	06/20/2019	06/22/2019	24 HOURS	TECHNICAL	NATIONAL GRID CORPORATION OF THE PHILIPPINES
	IN-HOUSE TRAINING ON REPUBLIC ACT 9184 AND 2016 REVISED IRR	06/10/2019	06/12/2019	24 HOURS	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT RO 8
	SEMINAR-WORKSHOP ON FUNDAMENTALS OF FORENSIC ENGINEERING	05/31/2019	05/31/2019	8 HOURS	TECHNICAL	COLLEGE OF ENGINEERING - VISAYAS STATE UNIVERSITY
	SEMINAR ON THE REVISED IMPLEMENTING RULES AND REGULATION OF THE REPUBLIC ACT 9184	03/20/2019	03/22/2019	24 HOURS	TECHNICAL	GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE
	FUNDAMENTALS OF FIRE PROTECTION ENGINEERING	03/15/2019	03/15/2019	8 HOURS	TECHNICAL	PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS- CEBU CITY
	TRANSFORMATIONAL LEADERSHIP IN A CHANGING ENVIRONMENT	10/16/2018	10/19/2018	40 HOURS	MANAGERIAL/SUPERVISORY	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.
	PERFORMANCE TARGETING WORKSHOP	07/31/2018	07/31/2018	8 HOURS	MANAGERIAL/SUPERVISORY	VISAYAS STATE UNIVERSITY
	SEMINAR-WORKSHOP ON COMPETENCY-BASED HR SYSTEM	07/04/2018	07/06/2018	24 HOURS	MANAGERIAL/SUPERVISORY	VISAYAS STATE UNIVERSITY
	EQUIPMENT OPERATION TRAINING PROGRAM OF COUNTY BUS	06/06/2018	06/07/2018	16 HOURS	TECHNICAL	HYUNDAI CEBU SOUTH OFFICE
	SEMINAR-WORKSHOP ON COACHING FOR EFFECTIVE PERFORMANCE	02/22/2018	02/23/2018	16 HOURS	MANAGERIAL/SUPERVISORY	VISAYAS STATE UNIVERSITY
	RE-ORIENTATION ON THE 5S INTERNAL AUDIT REQUIREMENT	06/22/2017	06/22/2017	8 HOURS	MANAGERIAL/SUPERVISORY	VISAYAS STATE UNIVERSITY
	OVPAF STRATEGIC PLANNING WORKSHOP	02/15/2017	02/16/2017	16 HOURS	MANAGERIAL/SUPERVISORY	VISAYAS STATE UNIVERSITY
	BASIC OCCUPATIONAL SAFETY AND HEALTH SEMINAR (BOSH)	03/09/2015	03/12/2015	40 HOURS	TECHNICAL	TAMKENE PHILIPPINES INCORPORATED
	EXCELLENCE IN SUPERVISION SEMINAR	10/25/2014	10/25/2014	8 HOURS	MANAGERIAL/SUPERVISORY	ORMOC CHAMBER OF COMMERCE AND INDUSTRY
	ISO -9001 VERSION 2008 (AWARENESS SEMINAR)	07/13/2012	07/13/2012	10 HOURS	MANAGERIAL/SUPERVISORY	PULP SPECIALTIES PHILIPPINE INCORPORATED
	AUTOMOTIVE MECHANIC	07/03/2006	12/29/2006	280 HOURS	TECHNICAL	ORMOC CITY TRAINING AND MANPOWER CENTER
	DOMESTIC REFRIGERATION AND AIR CONDITIONING	07/04/2006	12/30/2006	281 HOURS	TECHNICAL	ORMOC CITY TRAINING AND MANPOWER CENTER

(Continue on separate sheet if necessary)













VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER LITERATE		N/A		VISAYAS STATE UNIVERSITY -ISO INTERNAL AUDIT TEAM
	AUTOCAD (2D AND 3D)				PHILIPPINE SOCIETY OF MECHANICAL ENGINERS - ORMOC KANANGA CHAPTER
	PLAYING GUITAR AND KEYBOARD				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 24, 2021
-----------	---	------	---------------



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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <b>PRIVATE SECTOR-FINISHED CONTRACT</b>												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____												
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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>MARIO LILIO VALENZONA</td><td>VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE</td><td>09176341514</td></tr><tr><td>ROQUE PEÑALOSA</td><td>LINAO, ORMOC CITY, LEYTE</td><td>09199902580</td></tr><tr><td>HOMAR SALVA</td><td>LAO, ORMOC CITY LEYTE</td><td>09171178882</td></tr></table>		NAME	ADDRESS	TEL. NO.	MARIO LILIO VALENZONA	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	09176341514	ROQUE PEÑALOSA	LINAO, ORMOC CITY, LEYTE	09199902580	HOMAR SALVA	LAO, ORMOC CITY LEYTE	09171178882
NAME	ADDRESS	TEL. NO.											
MARIO LILIO VALENZONA	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	09176341514											
ROQUE PEÑALOSA	LINAO, ORMOC CITY, LEYTE	09199902580											
HOMAR SALVA	LAO, ORMOC CITY LEYTE	09171178882											
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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: UNIFIED MULTI-PURPOSE ID</td></tr><tr><td>ID/License/Passport No.: CRN 0111-4823603-6</td></tr><tr><td>Date/Place of Issuance: 2015/ORMOC CITY</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: UNIFIED MULTI-PURPOSE ID	ID/License/Passport No.: CRN 0111-4823603-6	Date/Place of Issuance: 2015/ORMOC CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>June 24, 2021</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	June 24, 2021	Date Accomplished			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)													
PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: UNIFIED MULTI-PURPOSE ID													
ID/License/Passport No.: CRN 0111-4823603-6													
Date/Place of Issuance: 2015/ORMOC CITY													
													
Signature (Sign inside the box)													
June 24, 2021													
Date Accomplished													
<table><tr><td></td></tr><tr><td>BURLAS MARLON G.</td></tr><tr><td>PHOTO</td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			BURLAS MARLON G.	PHOTO		Right Thumbmark							
													
BURLAS MARLON G.													
PHOTO													
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>05 JUN 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSZARD C. GUINOCOR</td></tr><tr><td>VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSZARD C. GUINOCOR	VSU Chief Legal Officer	Person Administering Oath								
													
ATTY. RYSZARD C. GUINOCOR													
VSU Chief Legal Officer													
Person Administering Oath													



## 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.

- Duration: January 1, 2021 – present
- Position: Engineer II
- Name of Office/Unit: Motor Pool Services and Power Plant and Electrical Services Unit
- Immediate Supervisor: Mario Lilio P. Valenzona
- Name of Agency/Organization and Location: Physical Plant Office, Visca, Baybay City, Leyte
  
- Summary of Actual Duties
  - Responsible for the management and maintenance of all heavy equipment and light vehicle; provides logistics assistance for requesting parties.
  - Responsible for the management and maintenance of all electrical system and standby generator of the university
  - Assist PPO Director for implementation of projects, installation and maintenance of the university.
  
- Duration: January 1, 2017 – December 31, 2020
- Position: Engineer II
- Name of Office/Unit: Heavy Equipment and Light Vehicle Maintenance Unit & Water, Sewage System Maintenance Unit
- Immediate Supervisor: Mario Lilio P. Valenzona
- Name of Agency/Organization and Location: General Services Division, Visca, Baybay City, Leyte
  
- Summary of Actual Duties
  - Responsible for the management and maintenance of all heavy equipment and light vehicle; provides logistics assistance for requesting parties.
  - Responsible for the management and maintenance of all water distribution and sewage system.
  
- Duration: November 3, 2016 – December 31, 2016
- Position: Engineer II
- Name of Office/Unit: Heavy Equipment and Light Vehicle Maintenance Unit
- Immediate Supervisor: Mario Lilio P. Valenzona
- Name of Agency/Organization and Location: General Services Division, Visca, Baybay City, Leyte
  
- Summary of Actual Duties
  - Responsible for the management and maintenance of all heavy equipment and light vehicle.

  
MARLONG G. BURLAS

(Signature over Printed Name  
of Employee/Applicant)

Date: June 24, 2020