

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 () ☐ d 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	DELA PEÑA		
FIRST NAME	MARIANE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	UBAY		
3. DATE OF BIRTH (mm/dd/yyyy)	13/09/1995	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: Philippines
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	House/Block/Lot No. Street Purok Ilangilang Marcos Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.45	ZIP CODE	6521
8. WEIGHT (kg)	47		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Brgy. Margen Subdivision/Village Barangay Ormoc City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6541
11. PAG-IBIG ID NO.	1211-7170-6161		
12. PHILHEALTH NO.	130501077330		
13. SSS NO.	06-3826580-6	19. TELEPHONE NO.	N/A
14. TIN NO.	331-228-659	20. MOBILE NO.	09300207903
15. AGENCY EMPLOYEE NO.	V01114	21. E-MAIL ADDRESS (if any)	mariane.ubay@vsu.edu.ph

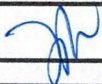
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DELA PEÑA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WENCES REY	NAME EXTENSION (JR., SR) N/A	MA. GABRIELA U. DELA PEÑA	03/02/2023
MIDDLE NAME	BASILAD			
OCCUPATION	INSTRUCTOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.	(053) 565 0600			
24. FATHER'S SURNAME	UBAY			
FIRST NAME	AGUSTIN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	QUINTE			
25. MOTHER'S MAIDEN NAME				
SURNAME	BATING			
FIRST NAME	MARCOSA			
MIDDLE NAME	CATALUÑA		(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	MARGEN ELEMENTARY SCHOOL	ELEMENTARY	2002	2008	N/A	2008	1ST HONOR
SECONDARY	MARGEN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2008	2012	N/A	2012	1ST HONOR
VOCATIONAL /	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION MAJOR IN COMMUNITY BROADCASTING	2012	2016	N/A	2016	MAGNA CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT COMMUNICATION	2017	Present	25	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 2, 2025
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

January 2, 2025

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			
	HIV-AIDS ORGANIZATION OF PEER EDUCATORS (HOPE), VSU CHAPTER	06/02/2014	30/05/2016	N/A	CIVIC/VOLUNTARY	
	VSU ALUMNI ASSOCIATION	14/05/2016	PRESENT	N/A	CIVIC/VOLUNTARY	
(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			
	2nd International Conference on Development communication and 11th Scientific Meeting of ADCEP Philippines	9/14/2023	9/16/2023	24	Technical	Association of Development Communication Educators and Practitioners-Philippines (ADCEP Philippines)
	PAPSAS-R8 Regional Conference: Drawing the Line De/Reconstructing Guidance and Discipline for Students' Wellbeing	10/8/2022	10/9/2022	12	Managerial	Philippine Association of Practitioners of Student Affairs and Services - Region 8; Commission on Higher Education
	LevelUPHEI AFAR - Strategic Communication Planning Workshop: Enhancing Communication Skills for Higher Education Institutions in the Philippines	2/1/2022	3/14/2022	40	Technical	Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA)
	"Navigating the Digital Shift" in the new normal: Instructional Materials to Support the University's Flexible Learning	3/18/2021	3/18/2021	8	Technical	Visayas State University
	"Echo-Webinar on the CHED-TIEC Flexible Learning Foundation Virtual Conference Effective Facilitating Skills and Proactive Intervention Techniques in Responding Student-at-Risks Situations	3/15/2021	3/16/2021	16	Technical	Visayas State University
	2018 Eastern Visayas Human Resource Management Practitioners Excellence Summit	11/26/2018	11/27/2018	16	Managerial	Visayas State University
		10/24/2018	10/25/2018	16	Managerial	Civil Service Commission
	AAACU 22nd Biennial Conference	10/16/2018	10/18/2018	24	Technical	Asian Association of Agricultural Colleges and Universities (AAACU)
	Gender Sensitivity Training for the Administrative and Support Staff	9/11/2018	9/11/2018	4	Managerial	Visayas State University
	Target Setting Workshop	8/20/2018	8/21/2018	16	Managerial	Visayas State University
(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)	
	HOSTING		SEN. MANNY VILLAR MEDAL OF EXCELLENCE AWARDEE		VSU ALUMNI ORGANIZATION	
	READING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	January 2, 2025	


<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> <ul style="list-style-type: none"> a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)? 	<div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details:</p> <hr/>
<p>35.</p> <ul style="list-style-type: none"> a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court? 	<div style="margin-bottom: 10px;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> </div> <div> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____ </div>
<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>	<div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details:</p> <hr/>
<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>	<div style="text-align: right;"> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO </div> <p>If YES, give details: End of contract _____</p>
<p>38.</p> <ul style="list-style-type: none"> 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? 	<div style="margin-bottom: 10px;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ </div> <div> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ </div>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details (country):</p> <hr/>
<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> <ul style="list-style-type: none"> a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent? 	<div style="margin-bottom: 10px;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ </div> <div> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ </div>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. EDGARDO E. TULIN	VSU, BAYBAY CITY, LEYTE	053 565 0600
DR. CHRISTINA A. GABRILLO	VSU, BAYBAY CITY, LEYTE	053 565 0600
DR. EUGENIA A. BAUTISTA	DENR-R8, TACLOBAN CITY	053 832 0608

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.



PHOTO



Right Thumbmark

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 08 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN 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: May 2021-Present
- Position: Instructor 1
- Name of Office/Unit: Department of Development Communication
- Immediate Supervisor: Dr. Ulderico B. Alviola
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Prepared syllabus and learning materials on subjects taught
 - Taught the following subjects during the 2nd Semester AY 2023-2024: DevC130 – Intro to Communication Media; Media and Information Literacy for ABM and HUMSS tracks
 - Served as thesis adviser to three undergraduate students
 - Taught the following subjects during the 1st Semester AY 2024-2025: DevC134 – Radio Drama and Documentary; DevC131 – Communication Campaigns and Programs; DevC149 – Cross-cultural Communication
 - Served as Department-Based Guidance Facilitator (DBGF)
 - Served as the Gender Focal Point Person (GFPP)
 - Served as adviser for 2 student organizations – Development Communicators' Society (DeCSO) and Student Broadcasters Circle (SBC)
 - Served as component leader for 2 research/extension projects – (1) Harnessing the Potentials of IM's and ICT for Improved Learning; (2) Cultural Mapping and Profiling of VSU's Cultural Heritage
 - Served as project staff for research project entitled Formulating a five-year roadmap for Agriculture Higher Education in the Philippines
- Summary of Actual Duties
 - Prepared and submitted updated syllabus for DevC130, 131, 134, and 140
 - Taught DevC 131, 134, and 140
 - Served as thesis adviser to three undergraduate students
 - Facilitated online enrollment of undergraduate and graduate students
 - Served as project component leaders and staff to research and extension projects
 - Served as adviser to student organizations
 - Served and facilitated student concerns as the Department-based Guidance Facilitator
 - Attended trainings for DBGF
 - Attended trainings for GAD Focal Point Person
 - Mentored part-timer in co-teaching DevC134
 - Performed assignments given by the Office of the President as member of several working committees for University events and activities
 - Performed other duties given by the Supervisor


MARIANE U. DELA PEÑA

(Signature over Printed Name
 of Employee/Applicant)

Date: January 2, 2025