

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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.**

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MELITON		
FIRST NAME	VERGITE	NAME EXTENSION (JR, SR) SR	
MIDDLE NAME	CERNA		
3. DATE OF BIRTH (mm/dd/yyyy)	04 - 01 - 1956	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BATBAT CITY, LEITE	If holder of dual citizenship, please indicate the details.	
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Other/s:	17. RESIDENTIAL ADDRESS	J P LAUREL Street ZONE 4 Barangay BATBAT CITY, LEITE Province 6521
7. HEIGHT (m)	5'4	ZIP CODE	
8. WEIGHT (kg)	140 LBS	18. PERMANENT ADDRESS	J.P. LAUREL Street ZONE 4 Barangay BATBAT CITY, LEITE Province 6521
9. BLOOD TYPE	B	ZIP CODE	
10. GSIS ID NO.	856HIVCMC15	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	0801-08184710	20. MOBILE NO.	09 05 7178 387
12. PHILHEALTH NO.	13-000015097-4	21. E-MAIL ADDRESS (if any)	vergite.meliton.vm@gmail.com
13. SSS NO.	N/A		
14. TIN NO.	140 -031 - 634		
15. AGENCY EMPLOYEE NO.	V00325		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MELITON	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROSALINA	CHERRY MELITON DAWZ	08-25-1981
MIDDLE NAME	PANCIT	VERGILYN MELITON ASILOM	10-22-1982
OCCUPATION	HOUSEWIFE	MA. MARITES MELITON KANGLEON	01-05-1984
EMPLOYER/BUSINESS NAME	N/A	RIZALITO PANCIT MELITON	12-30-1985
BUSINESS ADDRESS	N/A	MART GRACE MELITON GUARD	01-27-1991
TELEPHONE NO.	N/A	VIOLAH ROSE PANCIT MELITON	10-20-1998
24. FATHER'S SURNAME	MELITON	VERGITE PANCIT MELITON JR.	12-08-1993
FIRST NAME	FELIPE		
MIDDLE NAME	BANDALAN		
25. MOTHER'S MAIDEN NAME			
SURNAME	CERNA		
FIRST NAME	DIONESIA		
MIDDLE NAME	RAMON		

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	BOULBAY EAST CENTRAL SCHOOL	PRIMARY	1962	1968	N/A	1968	N/A
SECONDARY	BOULBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1969	1974	N/A	1974	N/A
VOCATIONAL / TRADE COURSE	CEBU SCHOOL OF ARTS AND TRADES	MACHINE SHOP	1975	1977	N/A	1977	N/A
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

SIGNATURE		DATE	04-24-17	CS FORM 212 (Revised 2017), Page 1 of 4
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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
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	78.7	9/10/1997	TACLOBAN CITY	970803 031815	12/16 1997

Continue on separate sheet

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "SG-01" INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2017	PRESENT	MACHINIST 11	VISAYAS STATE UNIVERSITY	14,397.00	SG-6	PERMANENT	YES
01/01/2016	12/31/2014	MACHINIST 11	VISAYAS STATE UNIVERSITY	13,889.00	SG-6	PERMANENT	YES
08/01/2014	12/31/2015	MACHINIST 11	VISAYAS STATE UNIVERSITY	13,445.00	SG-6	PERMANENT	YES
06/01/2012	07/31/2014	MACHINIST 11	VISAYAS STATE UNIVERSITY	13,372.00	SG-6	PERMANENT	YES
05/01/2011	05/31/2012	MACHINIST 11	VISAYAS STATE UNIVERSITY	12,462.00	SG-6	PERMANENT	YES
06/01/2011	07/31/2011	MACHINIST 11	VISAYAS STATE UNIVERSITY	12,300.00	SG-6	PERMANENT	YES
06/24/2010	05/31/2011	MACHINIST 11	VISAYAS STATE UNIVERSITY	11,425.00	SG-6	PERMANENT	YES
07/01/2009	06/23/2010	MACHINIST 11	VISAYAS STATE UNIVERSITY	10,548.00	SG-6	PERMANENT	YES
08/01/2008	06/30/2009	MACHINIST 11	VISAYAS STATE UNIVERSITY	9,671.00	SG-6	PERMANENT	YES
07/01/2008	07/31/2008	MACHINIST 11	VISAYAS STATE UNIVERSITY	9,434.00	SG-6	PERMANENT	YES
07/01/2007	06/30/2008	MACHINIST 11	VISAYAS STATE UNIVERSITY	8,576.00	SG-6	PERMANENT	YES
08/01/2005	06/30/2007	MACHINIST 11	LEYTE STATE UNIVERSITY	7,796.00	SG-6	PERMANENT	YES
08/01/2002	07/31/2005	MACHINIST 11	LEYTE STATE UNIVERSITY	7,606.00	SG-6	PERMANENT	YES
07/01/2001	07/31/2002	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	6,684.00	SG-6	PERMANENT	YES
12/01/2000	06/30/2001	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	6,366.00	SG-4	PERMANENT	YES
01/01/2000	11/30/2000	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	6,211.00	SG-4	PERMANENT	YES
12/01/1998	12/31/1999	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	5,646.00	SG-4	TEMPORARY	YES
12/01/1997	11/30/1998	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	5,646.00	SG-4	CASUAL	YES
01/01/1997	11/30/1997	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	25,664.00	SG-4	CASUAL	YES
07/01/1996	12/31/1996	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	229,550.00	SG-4	CASUAL	YES
01/01/1996	06/30/1996	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	229,550.00	SG-3	CASUAL	YES
01/01/1995	12/31/1995	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	184,090.00	SG-3	CASUAL	YES
01/01/1994	12/31/1994	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	138,430.00	N/A	CASUAL	YES
01/01/1993	12/31/1993	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	102,270.00	N/A	CASUAL	YES
01/01/1992	12/31/1992	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	102,270.00	N/A	CASUAL	YES
10/07/1991	12/31/1991	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	102,270.00	N/A	CASUAL	YES
01/01/1991	04/30/1991	MACHINIST 1	VISAYAS STATE COLLEGE OF AGRICULTURE	102,270.00	N/A	CASUAL	YES

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SIGNATURE		DATE	04-24-17	CS FORM 212 (Revised 2017), Page 2 of 4
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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
TECHNICAL EDUCATION	78.7	9-10-1997	TACLOBAN CITY	9708030- 031815	12-16 - 1997
AND SKILLS DEVELOPMENT					
AUTHORITY					

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

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Continue on separate sheet

A. J. J. J.

DATE _____

64-24-77

DURATION: JULY 12, 1976 - PRESENT

POSITION: MACHINIST II

NAME OF OFFICE/UNIT: HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT

IMMEDIATE SUPERVISOR: REMEGIO M. SANICO

NAME OF AGENCY/ORGANIZATION AND LOCATION: VISAYAS STATE UNIVERSITY

SUMMARY OF ACTUAL DUTIES:

RESPONSIBLE FOR MACHINING, DRILLING AND THREADING WORK OF MOTOR VEHICLES AND WELDING/FABRICATION OF VEHICLE AND EQUIPMENT SPARE PARTS; MAINTENANCE AND SERVICING OF OPERATING MACHINES AND DOING OTHER RELATED FUNCTIONS.



VERGITE C. MELITON

(SIGNATURE OVER PRINTED NAME OF
EMPLOYEE/APPLICANT)

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

[illegible]

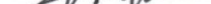
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(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			
	TEAM BUILDING WORK SHOP AMONG PHYSICAL PLANT OFFICE PERSONNEL	2/28/2002	3/1/2002	16	TECHNICAL	CENTER FOR CONTINUING EDUCATION
	VISCA'S POLICIES AND CSC RULES	3/6/1998	3/1/1998	16	TECHNICAL	Farmi Training Hall
	DRIVERS Reorientation Seminar	11/14/1996	11/15/1996	16	TECHNICAL	Farmi Training Hall VISCA Baybay, Leyte
	SEMINAR WORKSHOP ON PUBLIC ACCOUNTABILITY, CUSTOMER SERVICE & PMS-OPES	1/12/2010	N/A	8	TECHNICAL	IF CENTER FOR CONTINUING EDUCATION VSU, VISCA, BAYBAY City, Leyte
	HIV in the Workplace Seminar"	12/9/2016	N/A	8	TECHNICAL	CCE Bldg, VSU Campus, Visca, Baybay City

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DAMA GAME	N/A	N/A

SIGNATURE		DATE	64-24-17	CS FORM 212 (Revised 2017), Page 3 of 4
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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)?

☐ YES☒ NO

☐ YES☐ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

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?

☐ YES☒ NO

If YES, give details:

☐ YES☐ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

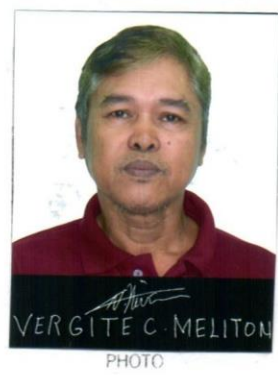
☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Persons not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
Gumad, Celso	Baybay, City Leyte	N/A
Valenzona, Mario	Baybay, City Leyte	N/A

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.



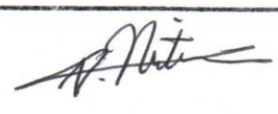
VERGITE C. MELITON
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: V000335

ID/License/Passport No.: H03-99-032857

Date/Place of Issuance: 3-31-2016, Baybay, City Leyte



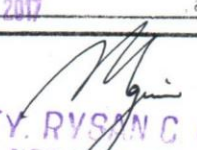
Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 26 2017, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR

UNTIL CELESTIAL

Person Administering Oath

IBP 4030824-1 AULOBAN CITY-12/19/16

MOLE COMP. NO. V-JUNE 17/2015

ROLL OF ATTORNEYS NO. 57467

CS FORM 212 (Revised 2017), Page 4 of 4