

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 ( ☐ nd 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                    | MEJIA   |   |   |
| FIRST NAME                    | HANZEL  |   | NAME EXTENSION (JR., SR)  |
| MIDDLE NAME                   | NAVAL   |   |   |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 3/24/93   | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | Inopacan, Leyte   | If holder of dual citizenship, please indicate the details. |   |
| 5. SEX                        | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female  |   |   |
| 6. CIVIL STATUS               | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     |   |
| 7. HEIGHT (m)                 | 1.66  |   | House/Block/Lot No. Street  |
| 8. WEIGHT (kg)                | 75  | ZIP CODE  | CAGBOLO CONALUM   |
| 9. BLOOD TYPE                 | O   |   | Subdivision/Village Barangay  |
| 10. GSIS ID NO.               | 2004669423  |   | INOPACAN LEYTE  |
| 11. PAG-IBIG ID NO.           | 915049264167  |   | City/Municipality Province  |
| 12. PHILHEALTH NO.            | 13-000117763-0  | 18. PERMANENT ADDRESS                                       |   |
| 13. SSS NO.                   | N/A   |   | House/Block/Lot No. Street  |
| 14. TIN NO.                   | 468-548-768   |   | CAGBOLO CONALUM   |
| 15. AGENCY EMPLOYEE NO.       | V00869  |   | Subdivision/Village Barangay  |
|                               |   |   | INOPACAN LEYTE  |
|                               |   |   | City/Municipality Province  |
|                               |   | 19. TELEPHONE NO.   | N/A   |
|                               |   | 20. MOBILE NO.  | 09176253434/09399317068   |
|                               |   | 21. E-MAIL ADDRESS (if any)                                 | hanzel.mejia@yahoo.com.ph   |

II. FAMILY BACKGROUND


|                          |                     |                          |   |                            |
|--------------------------|---------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | N/A                 |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | N/A                 | NAME EXTENSION (JR., SR) | None  | N/A                        |
| MIDDLE NAME              | N/A                 |                          |   |                            |
| OCCUPATION               | N/A                 |                          |   |                            |
| EMPLOYER/BUSINESS NAME   | N/A                 |                          |   |                            |
| BUSINESS ADDRESS         | N/A                 |                          |   |                            |
| TELEPHONE NO.            | N/A                 |                          |   |                            |
| 24. FATHER'S SURNAME     | MEJIA               |                          |   |                            |
| FIRST NAME               | EDWIN               | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | DADULA              |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME | NELIA NAVAL REBIDIS |                          |   |                            |
| SURNAME                  | MEJIA               |                          |   |                            |
| FIRST NAME               | NELIA NAVAL REBIDIS |                          |   |                            |
| MIDDLE NAME              | NAVAL               |                          |   |                            |

(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       | Saavedra Saway Elementary School | N/A   | 1999                 | 2005 |  | 2005           |                                       |
| SECONDARY        | Conalum National High School     | N/A   | 2005                 | 2009 |  | 2009           |                                       |
| VOCATIONAL /     | N/A                              | N/A   |                      |      |  |                |                                       |
| COLLEGE          | Visayas State University         | Bachelor of Science in Civil Engineering      | 2009                 | 2014 |  | 2014           |                                       |
| GRADUATE STUDIES | University of the Philippines    | Master of Science in Civil Engineering        | 2016                 | 2018 |  | 2018           |                                       |

(Continue on separate sheet if necessary)

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## IV. CIVIL SERVICE ELIGIBILITY

| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF EXAMINATION<br>/ CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) |                   |
|---|---------------------------|-------------------------------------|-----------------------------------|-------------------------|-------------------|
|   |                           |                                     |                                   | NUMBER                  | Date of Validity  |
| <b>Board of Civil Engineering</b>   |                           | <b>12/6/14</b>                      | <b>Cebu City, Cebu</b>            | <b>0134407</b>          | <b>01/15/2020</b> |
| <b>Driver's Lisence</b>   |                           | <b>11/4/15</b>                      | <b>Baybay City, Leyte</b>         | <b>H1215002911</b>      | <b>3/24/18</b>    |
| <b>Materials Engineering Accreditation</b>  |                           | <b>3/1/15</b>                       | <b>Cebu City, Cebu</b>            | <b>5051</b>             | <b>4/1/21</b>     |
| <b>Board of Master Plumbing</b>   |                           | <b>9/7/17</b>                       | <b>Manila City, Metro Manila</b>  | <b>0011103</b>          | <b>3/24/20</b>    |
|   |                           |                                     |                                   |                         |                   |
|   |                           |                                     |                                   |                         |                   |
|   |                           |                                     |                                   |                         |                   |

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

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(Continue on separate sheet if necessary)

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[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)

[illegible]




VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full)       |
|--------------------------------|--|---|
| Music                          |  | Regular member, Philippine Institute of Civil Engineers             |
| Baseball                       |  | Associate member, Transportation Science Society of the Philippines |
|                                |  |   |
|                                |  |   |
|                                |  |   |
|                                |  |   |
|                                |  |   |

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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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)?   |   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>  |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
|--|---|---|------|---------|----------|--------------------|---------------------------|------------|-------------------|---------------------------|------------|--|--|--|
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?   |   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div>Date Filed: _____</div><div>Status of Case/s: _____</div></div>   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| 36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?   |   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| 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?  |   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br><br>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| 39. Have you acquired the status of an immigrant or permanent resident of another country?   |   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| 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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent?  |   | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)   |   |   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>EPIFANIA G. LORETO</td><td>Visca, Baybay City, Leyte</td><td>9952167888</td></tr><tr><td>ROBERTO C. GUARTE</td><td>Visca, Baybay City, Leyte</td><td>9173208070</td></tr><tr><td></td><td></td><td></td></tr></tbody></table>  |   |   | NAME | ADDRESS | TEL. NO. | EPIFANIA G. LORETO | Visca, Baybay City, Leyte | 9952167888 | ROBERTO C. GUARTE | Visca, Baybay City, Leyte | 9173208070 |  |  |  |
| NAME   | ADDRESS   | TEL. NO.  |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| EPIFANIA G. LORETO   | Visca, Baybay City, Leyte   | 9952167888  |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| ROBERTO C. GUARTE  | Visca, Baybay City, Leyte   | 9173208070  |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
|  |   |   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| 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. |   | <div><div>MEJIA, HANZEL N.</div></div> <div><div>Right Thumbmark</div></div>  |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| <div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)<br/>PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC</div> <div>ID/License/Passport No.: 2840861</div> <div>Date/Place of Issuance: February 2017/ Manila City</div>   | <div><div>Signature (Sign inside the box)</div><div>May 28, 2019</div><div>Date Accomplished</div></div> |   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| SUBSCRIBED AND SWORN to before me this AUG 02 2019, affiant exhibiting his/her validly issued government ID as indicated above.  |   |   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |
| <div>ATTY. RYSAN C. GUINOCOR</div> <div>VSU LEGAL OFFICER</div> <div>Person Administering Oath</div>   |   |   |      |         |          |                    |                           |            |                   |                           |            |  |  |  |



## 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: February 2, 2015 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University
  
- Summary of Actual Duties
  - **Teaches assigned subjects and performs other teaching related functions, among others, the following:**
    - Prepares and revises teaching materials/guides and submits to department head
    - Prepares and gives examinations
    - Checks test papers and returns to students one week after examination
    - Submits grades within prescribed period to the registrar through the department
    - turns over class records to the department head within two weeks of final examination
    - makes himself available for consultation by his students during scheduled consultation hours
  - **Performs research and/or extension functions, among others the following:**
    - performs research/extension proposals
    - implements duly approved research/extension projects within time frame
    - prepares reports within prescribed time
    - presents research/extension outputs during conferences/for a of legitimate professional organizations
  - **Performs administrative functions:**
    - performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
    - performs other functions assigned by the department head, college dean, vice presidents, and the university president

  
HANZEL N. MEJIA

(Signature over Printed Name  
of Employee/Applicant)

Date: May 28, 2019.