

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		SACEDON																							
FIRST NAME		MARLON																NAME EXTENSION (JR., SR)				N/A			
MIDDLE NAME		FLORES																							
3. DATE OF BIRTH (mm/dd/yyyy)		12/10/1967				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		TUBAY, AGUSAN DEL NORTE				If holder of dual citizenship, please indicate the details.				Philippines															
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				17. RESIDENTIAL ADDRESS				1449 ZONE 3 House/Block/Lot No. Street NANGKA GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521															
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:				18. PERMANENT ADDRESS				1449 ZONE 3 House/Block/Lot No. Street NANGKA GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521															
7. HEIGHT (m)		1.635 CM				19. TELEPHONE NO.				N/A															
8. WEIGHT (kg)		73				20. MOBILE NO.				09756171247															
9. BLOOD TYPE		A+				21. E-MAIL ADDRESS (if any)				marlon.sacedon@vsu.edu.ph															
10. GSIS ID NO.		67121001869																							
11. PAG-IBIG ID NO.		1700-0026-9190																							
12. PHILHEALTH NO.		1300-0015-673-7																							
13. SSS NO.		N/A																							
14. TIN NO.		179-966-8900																							
15. AGENCY EMPLOYEE NO.		V000401																							
II. FAMILY BACKGROUND																									
22. SPOUSE'S SURNAME		SACEDON				23. NAME OF CHILDREN (Write full name and list all)								DATE OF BIRTH (mm/dd/yyyy)											
FIRST NAME		MERCEDITA				NAME EXTENSION (JR., SR) N/A				KENNETH MARL O. SACEDON								20/10/1997							
MIDDLE NAME		ODIAS								ANALIE O. SACEDON								17/07/2000							
OCCUPATION		HOUSEWIFE								N/A								N/A							
EMPLOYER/BUSINESS NAME		N/A								N/A								N/A							
BUSINESS ADDRESS		N/A								N/A								N/A							
TELEPHONE NO.		09397566027								N/A								N/A							
24. FATHER'S SURNAME		SACEDON								N/A								N/A							
FIRST NAME		FELIX				NAME EXTENSION (JR., SR) N/A				N/A								N/A							
MIDDLE NAME		BASMAYOR								N/A								N/A							
25. MOTHER'S MAIDEN NAME		DIAPOLET								N/A								N/A							
SURNAME		SACEDON								N/A								N/A							
FIRST NAME		EDILBERTA								N/A								N/A							
MIDDLE NAME		FLORES																(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		LA FRATERNIDAD ELEMENTARY SCHOOL				ELEMENTARY EDUCATION				1974 1980		N/A		1980		Valedictorian									
SECONDARY		NORTHERN MINDANAO SCHOOL OF ARTS & TRADES				HIGH SCHOOL				1980 1984		N/A		1984		NONE									
VOCATIONAL / TRADE COURSE		N/A				N/A				N/A N/A		N/A		N/A		N/A									
COLLEGE		ST. JOSEPH INSTITUTE OF TECHNOLOGY				BACHELOR OF SCIENCE IN CIVIL ENGINEERING				1984 1989		N/A		1989		NONE									
GRADUATE STUDIES		UNIVERSITY OF SAN CARLOS				MASTER OF PHYSICS				2005 2007		N/A		2007		CHED-FDP									
(Continue on separate sheet if necessary)																									
SIGNATURE												DATE		11/20/19		CS FORM 212 (Revised 2017), Page 1 of 4									

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
	NON-PROFESSIONAL DRIVE'S LICENCE	N/A	01/06/2007	BAYBAY CITY	H12-11-002403	UNTIL 12/10/2019
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

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

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(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			
	21st Samahang Pisika Ng Visayas at Minadadao Conference and 2019 International Conference on Advanced Materials & Nano-technology	10/17/2019	10/19/2019	24	Resource speaker	SPVM & Mapua University, Manila
	14th Samahang Pisika Ng Visayas at Mindanao National Conference and Workshop	10/25/2012	10/27/2012	24	Resource speaker	SPVM & Maritime Education and Training Center, Cebu City
	13th Samahang Pisika Ng Visayas at Mindanao National Conference and Workshop	10/20/2011	10/22/2011	24	Resource speaker	SPVM & Andres Bonifacio College, Dipolog City
	12th Samahang Pisika Ng Visayas at Mindanao National Conference and Workshop	10/21/2010	10/23/2010	24	Resource speaker	SPVM & Central Philippine University, Iloilo City
	11th Samahang Pisika Ng Visayas at Mindanao National Conference and Workshop	10/22/2009	10/24/2009	24	Resource speaker	SPVM & Father Saturnino Urios University, Butuan City
	10th Samahang Pisika Ng Visayas at Mindanao National Conference and Workshop	10/16/2008	10/18/2008	24	Resource speaker	SPVM & St. Louis University, Baguio City
	9th Samahang Pisika Ng Visayas at Mindanao National Conference and Workshop and 1st Asian Regional High Energy Physics Meeting	10/25/2007	10/27/2007	24	Instruction	SPVM & Holy Name University, Tagbilaran City, Bohol
	Linux OS Training	10/19/2005	10/21/2005	8	Technical	Dept of Computer Science
	Orientation Seminar of Part-timers,CTA, & Instructors	7/22/2004	8/3/2004	8	Technical	Leyte State University
	Training on Agro-Hydrologic and Dam Design	11/9/1998	12/4/1998	0	Technical	ATI, BSWM, PSAE

(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 Skills		N/A		VSU FACULTY ASOCIATION (2004 - Present)
	programming				SAMAHANG PISIKA NG VISAYAS AT MINDANAO
	electronics				

(Continue on separate sheet if necessary)

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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 (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. ROLANDO OTADOY	UNIVERSITY OF SAN CARLOS	09228473952
DR. REMBERTO A. PATINDOL	VSU, VISCA, BAYBAY CIRTY, LEYTE	rap85@yahoo.com
PROF. CLIMACO D. ESPINA, JR.	VSU, VISCA, BAYBAY CIRTY, LEYTE	09175508488

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

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

Driver's License: H12-11-002403
12/10/2016

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

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

Person Administering Oath

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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: Jan. 1, 2017 – Present
- Position: Assistant Professor III
- Name of Office/Unit: Department of Mathematics and Physics
- Immediate Supervisor: Prof. Climaco D. Espina, Jr.
- Name of Agency/Organization and Location: Department of Mathematics and Physics, Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Won Surya Raghu Award during 21st Samahang Pisika ng Visayas at Mindanao Conference and 2019 International Conference on Advanced Material Science and Nanotechnology
- Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions; among others, the following:
 - a. Prepares and revised teaching materials/guides and submit to department head
 - b. Prepares and gives examinations (mid/final/long/quizzes)
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within prescribed period to the Registrar through the department
 - e. Turns over class records to department heads within two weeks after final examination
 - f. Makes himself available for consultation by his/her students during scheduled consultation hours
 - Performs research and/or extension functions; among others the following:
 - a. Prepares research/extension proposals
 - b. Implements duly approved research/extension projects within time frame
 - c. Prepares and prepares reports within the prescribed period
 - d. Presents research/extension outputs during conferences/fora of legitimate professional organizations
 - e. Submits output for possible publication/patenting
 - Performs other functions, among others:
 - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: June 1, 2004 – Dec. 31, 2014, Jan. 1, 2015 – Dec. 31, 2016
- Position: Instructor I, Assistant professor I
- Name of Office/Unit: Department of Mathematics and Physics
- Immediate Supervisor: Dr. Remberto A. Patindol
- Name of Agency/Organization and Location: Department of Mathematics and Physics, Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions; among others, the following:
 - a. Prepares and revised teaching materials/guides and submit to department head
 - b. Prepares and gives examinations (mid/final/long/quizzes)
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within prescribed period to the Registrar through the department
 - e. Turns over class records to department heads within two weeks after final examination
 - f. Makes himself available for consultation by his/her students during scheduled consultation hours
- Performs other functions, among others:
 - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President


MARLON F. SACEDON

(Signature over Printed Name
of Employee/Applicant)

Date: Nov. 20, 2019