

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

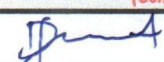
2. SURNAME	Sumabat			
FIRST NAME	Daniel	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Danielco			
3. DATE OF BIRTH (mm/dd/yyyy)	07/26/1991 26/07/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by b <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Anahawan District Hospital	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	N/A House/Block/Lot No. Street N/A Atuyan Subdivision/Village Barangay Saint Bernard Southern Leyte City/Municipality Province 6616	
7. HEIGHT (m)	167 cm	18. PERMANENT ADDRESS	House/Block/Lot No. Street Atuyan Subdivision/Village Barangay Saint Bernard Southern Leyte City/Municipality Province 6616	
8. WEIGHT (kg)	92 kg		ZIP CODE	
9. BLOOD TYPE	N/A		ZIP CODE	
10. GSIS ID NO.				
11. PAG-IBIG ID NO.	121075648187			
12. PHILHEALTH NO.	13-025265122-6			
13. SSS NO.	06-3378820-7	19. TELEPHONE NO.	N/A	
14. TIN NO.	436622577000	20. MOBILE NO.	0995 505 7364	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	danielsumabat@gmail.com	


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Sumabat		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Gladish	NAME EXTENSION (JR., SR)	Zedekiah Daniel R. Sumabat	11/11/2018
MIDDLE NAME	Rosal		Ziona Danielle R. Sumabat	18/10/2022
OCCUPATION	Housewife			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Sumabat			
FIRST NAME	Diosdado	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Calapre			
25. MOTHER'S MAIDEN NAME				
SURNAME	Danielco			
FIRST NAME	Petronila			
MIDDLE NAME	Margas			
(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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Maria Asuncion Elementary School	Primary Education	Jun-98	Mar-04	N/A	2004	Salutatorian
SECONDARY	Cristo Rey Regional High School	Secondary Education	Jun-04	Mar-08	N/A	2008	8th Honorable Mention
VOCATIONAL / TRADE COURSE	Magsaysay Center for Hospitality and Culinary Arts	Food and Beverage Servcies	Jun-19	Mar-20	N/A	2020	N/A
COLLEGE	Visayas State University	Bachelor of Hotel, Restaurant and Tourism Management	Jun-08	Apr-12		2012	Cum Laude
GRADUATE STUDIES	University of the Philippines Visayas - Tacloban Campus	Master of Management major in Business Management	Sep-21	Jun-22	12	N/A	N/A
GRADUATE STUDIES	Southern Leyte State University - Main Campus	Master of Management	Aug-22	present	30	N/A	N/A
(Continue on separate sheet if necessary)							

SIGNATURE		DATE	February 14, 2024
-----------	-------------------------------------------------------------------------------------	------	-------------------

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		
	Honor Graduate Eligibility	N/A	10/04/2012	Visayas State University	100108120205	N/A		
	Driver's License	N/A	N/A	LTO, San Juan, Southern Leyte	H11-14-000477	26/07/2024		
(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.								
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 "00-0"/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	02/02/2022	18/06/2022	Part-Time Instructor	Visayas State University Main Campus	16,000.00	N/A	contractual	Y
	18/08/2021	28/01/2022	Part-Time Instructor	Visayas State University Main Campus	16,000.00	N/A	contractual	Y
	18/03/2021	31/07/2021	Substitute Instructor	Visayas State University Main Campus	26,056.00	12	Contractual	Y
	12/10/2020	12/02/2021	Part-Time Instructor	Visayas State University Main Campus	12,000.00	N/A	contractual	Y
	05/03/2020	30/09/2020	Resort Manager	Kissbone Cove Clubhouse and Beach Resort	20,000.00	N/A	regular	N
	02/09/2017	15/06/2019	Resort Manager	Kissbone Cove Clubhouse and Beach Resort	20,000.00	N/A	regular	N
	10/05/2015	31/08/2017	Restaurant Manager	Mang Inasal 999 Mall Divisoria, Manila	25,000.00	N/A	regular	N
	01/06/2014	10/10/2014	Part-Time Instructor	Ormoc City Institute and Technology - Sogod Branch	4,000.00	N/A	regular	N
	02/05/2013	02/05/2015	Restaurant Manager	Mang Inasal Sogod Branch	13,000.00	N/A	regular	N
	07/09/2012	01/04/2013	Waiter	Sumo Sam (American -Japanese) Restaurant	10,000.00	N/A	contractual	N
	7/25/2012	12/08/2012	Camp Teacher	Sunny Oak Meadow English Academy, Inc.	8,000.00	N/A	contractual	N
(Continue on separate sheet if necessary)								
SIGNATURE					DATE		FEBRUARY 14, 2024	

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		
	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			
	Mang Inasal Management Trainee Development Program	01/06/2013	04/09/2013	600	Managerial	Mang Inasal Philippines Incorporated
	Food Safety and Hazard Analysis Critical Control Point	02/07/2013	02/07/2013	8 hours	Managerial	Mang Inasal Philippines Incorporated
	CME ViSERDAC Training Series: Developing Fubdable Research Proposals	13/11/2020	13/11/2020	8 hours	Technical	College of management and Economics
	Food Safety and Hygeine Seminar	20/05/2021	20/05/2021	8 hours	Technical	USA Poutry and EggExport Council

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

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

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 14, 2024
-----------	-------------------------------------------------------------------------------------	------	-------------------

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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:

Finished contract

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

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

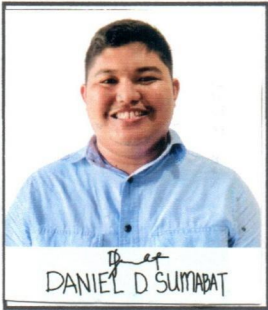
☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
Ramila A. Geganto, RN	Magabagacay, Saint Bernard, Southern Leyte	0955 470 5345
Engr. Raymart Bulagsac	Catmon, Saint Bernard, Southern Leyte	0917 164 6997
Roda M. Garcia, RN	Catmon, Saint Bernard, Southern Leyte	0997 456 1749

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

Government Issued ID:

Passport

ID/License/Passport No.:

P0174505B

Date/Place of Issuance:

Tacloban City, Leyte

Signature (Sign inside the box)

FEBRUARY 14, 2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 15 FEB 2024, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. Bryan C. Guinocor

VSU Chief Legal Officer

Person Administering Oath

Legal

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 – June 18, 2022
 - Position: Part-time Instructor
 - Name of Office/Unit: Visayas State University
 - Immediate Supervisor: Venice B. Ybañez
 - Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Developed OBE Course Syllabus and Learning Guides for HMgt 120 and HMgt 130
 - Designed and curate Moodle classroom course content
 - Summary of Actual Duties
 - Responsible for developing course syllabus, learning guides, assessments, computing student's grades and facilitating students learning thru asynchronous and synchronous classes.
-
- Duration: August 18, 2021 – January 28, 2023
 - Position: Part-time Instructor
 - Name of Office/Unit: Visayas State University
 - Immediate Supervisor: Venice B. Ybañez
 - Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Developed OBE Course Syllabus and Learning Guides for HMgt 137 and HMgt 141
 - Designed and curate Moodle classroom course content
 - Summary of Actual Duties
 - Responsible for developing course syllabus, learning guides, assessments, computing student's grades and facilitating students learning thru asynchronous and synchronous classes.
-
- Duration: March 18, 2021 – July 31, 2021
 - Position: Substitute Instructor
 - Name of Office/Unit: Visayas State University
 - Immediate Supervisor: Venice B. Ybañez
 - Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Developed OBE Course Syllabus and Learning Guides for HMgt 120, HRTM 128 and HMgt 130
 - Designed and curate Moodle classroom course content

- Summary of Actual Duties

- Responsible for developing course syllabus, learning guides, assessments, computing student's grades and facilitating students learning thru asynchronous and synchronous classes.

- Duration: October 5, 2020 – February 28, 2021
- Position: Part-time Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Developed OBE Course Syllabus and Learning Guides for HMgt 137 and HMgt 141
- Designed and curate Moodle classroom course content

- Summary of Actual Duties

- Responsible for developing course syllabus, learning guides, assessments, computing student's grades and facilitating students learning thru asynchronous and synchronous classes.

- Duration: March 1, 2020 – September 2020
- Position: Resort Manager
- Name of Office/Unit: Kissbone Cove Clubhouse and Beach Resort
- Immediate Supervisor: Ramila Geganto
- Name of Agency/Organization and Location: Kissbone Cove Clubhouse and Beach Resort, Saint Bernard, Southern Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- ✓ Managing all aspect of resort operations from accommodation, catering, events management, resort activities and restaurant operation
- ✓ Join and Government Bidding Activites and process bidding documents for catering and live in seminar related contracts within Eastern Visayas
- ✓ Manage social media presence of the resort as well as online marketing

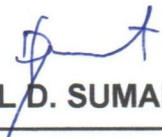
- Duration: September 5, 2017 – June 15, 2019
- Position: Resort Manager
- Name of Office/Unit: Kissbone Cove Clubhouse and Beach Resort
- Immediate Supervisor: Ramila Geganto
- Name of Agency/Organization and Location: Kissbone Cove Clubhouse and Beach Resort, Saint Bernard, Southern Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- ✓ Managing all aspect of resort operations from accommodation, catering, events management, resort activities and restaurant operation

<ul style="list-style-type: none">✓ Join and Government Bidding Activites and process bidding documents for catering and live in seminar related contracts within Eastern Visayas✓ Manage social media presence of the resort as well as online marketing
<ul style="list-style-type: none">• Duration: May 3, 2015 – August 31, 2017• Position: Restaurant Manager• Name of Office/Unit: Mang Inasal 999 Phase 1• Immediate Supervisor: Von Sunga• Name of Agency/Organization and Location: Green Way Food Corner (Mang Inasal), Divisoria, Binondo, Manila <ul style="list-style-type: none">• List of Accomplishments and Contributions (if any)<ul style="list-style-type: none">✓ Gold Store, Quality Assurance Audit 2016✓ Gold Store, Quality Assurance Audit 2015• Summary of Actual Duties<ul style="list-style-type: none">✓ Ensure all members of the team are following Mang Inasal standard operating procedures in terms of food safety, HACCP, delivery handling, storage, portioning, cooking and serving of products✓ Lead the team in achieving company sales target and store goals✓ Pass the Mang Inasal standard FSC yearly audit✓ Hire and train new team members✓ In-charge of manpower management, approved leave and absences
<ul style="list-style-type: none">• Duration: May 3, 2013 – May 3, 2015• Position: Restaurant Manager• Name of Office/Unit: Mang Inasal Sogod• Immediate Supervisor: Cheryl Kate Lim• Name of Agency/Organization and Location: Debz Great Food Express (Mang Inasal), Sogod, Southern Leyte <ul style="list-style-type: none">• List of Accomplishments and Contributions (if any)<ul style="list-style-type: none">✓ Certified Store, Quality Assurance Audit 2014• Summary of Actual Duties<ul style="list-style-type: none">✓ Ensure all members of the team are following Mang Inasal standard operating procedures in terms of food safety, HACCP, delivery handling, storage, portioning, cooking and serving of products✓ Lead the team in achieving company sales target and store goals✓ Pass the Mang Inasal standard FSC yearly audit✓ Hire and train new team members✓ In-charge of manpower management, approved leave and absences


DANIEL D. SUMABAT

(Signature over Printed Name
of Employee/Applicant)

Date: February 14, 2024