

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.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	LAO		
FIRST NAME	MARVIN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MADRAZO		
3. DATE OF BIRTH (mm/dd/yyyy)	3/6/1972	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Philippines
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	221 Ramon Magsaysay St. House/Block/Lot No. Street Zone 19 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.695 m.	ZIP CODE	6521
8. WEIGHT (kg)	73.6 kg.	18. PERMANENT ADDRESS	221 Ramon Magsaysay St. House/Block/Lot No. Street Ramon Magsaysay St. Zone 19 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521
10. GSIS ID NO.	B72E6MML016	19. TELEPHONE NO.	563-7323
11. PAG-IBIG ID NO.	0801 256641 - 09	20. MOBILE NO.	09106595326
12. PHILHEALTH NO.	13 - 00054099 - 5	21. E-MAIL ADDRESS (if any)	marvinlao@yahoo.com
13. SSS NO.			
14. TIN NO.	919 - 695 - 977		
15. AGENCY EMPLOYEE NO.	00 - 582		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LAO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MAY GRACE	NAME EXTENSION (JR., SR)	VINCE G. LAO 01/11/1998
MIDDLE NAME	GONZALES		MARIGOLD G. LAO 10/04/2000
OCCUPATION	N/A		MARVINCE G. LAO 01/24/2003
EMPLOYER/BUSINESS NAME	N/A		VIN ANTHONY G. LAO 06/15/2005
BUSINESS ADDRESS	N/A		MARVI GRACE G. LAO 12/17/2007
TELEPHONE NO.	N/A		VIN DEMY G. LAO 07/25/2010
24. FATHER'S SURNAME	LAO		
FIRST NAME	DEMOSTHENES	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MANAGBANAG		
25. MOTHER'S MAIDEN NAME			
SURNAME	LAO		
FIRST NAME	MA. PRINCESITA		
MIDDLE NAME	MADRAZO		

(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	Franciscan College of the Immaculate Conception	Primary Education	1978	1985		1985	N/A
SECONDARY	Franciscan College of the Immaculate Conception	High School	1986	1989		1989	N/A
VOCATIONAL / TRADE COURSE	Asian Computer Institution	Associate In Computer Science	1990	1992	GRADUATED	1992	N/A
COLLEGE	Southwestern University	B.S. Computer Science	1994	1996	GRADUATED	1996	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/2/18
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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
	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.

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						
	01/01/2018	present	Administrative Aide IV	Visayas State University	12,674.00	SALARY GRADE 4	Permanent	Yes
	01/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,155.00	SALARY GRADE 4	Permanent	Yes
	01/01/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,658.00	SALARY GRADE 4	Permanent	Yes
	08/03/2015	12/31/2015	Administrative Aide IV	Visayas State University	11,181.00	SALARY GRADE 4	Permanent	Yes
	01/01/2014	08/02/2015	Administrative Aide III	Visayas State University	10,400.94	SALARY GRADE 3	Casual	Yes
	07/01/2013	12/31/2013	Administrative Aide III	Visayas State University	9,628.08	SALARY GRADE 3	Casual	Yes
	01/01/2011	06/30/2011	Administrative Aide III	Visayas State University	8,853.90	SALARY GRADE 3	Casual	Yes
	01/01/2010	12/31/2010	Administrative Aide III	Visayas State University	8,079.94	SALARY GRADE 3	Casual	Yes
	07/01/2008	12/31/2009	Administrative Aide III	Visayas State University	7,307.08	SALARY GRADE 3	Casual	Yes
	07/01/2007	06/30/2008	Administrative Aide III	Visayas State University	6,642.90	SALARY GRADE 3	Casual	Yes
	03/01/2004	06/30/2007	Administrative Aide III	Visayas State University	6,039.00	SALARY GRADE 3	Casual	Yes
	01/01/2004	02/29/2004	Clerk I	Visayas State University	6,039.00	SALARY GRADE 3	Casual	Yes
	01/01/2002	12/31/2003	Clerk I	Visayas State University	6,039.00	SALARY GRADE 3	Casual	Yes
	07/01/2001	12/31/2001	Clerk I	Visayas State University	6,039.00	SALARY GRADE 3	Casual	Yes
	01/01/2001	06/30/2001	Clerk I	Visayas State University	5,751.02	SALARY GRADE 3	Casual	Yes
	04/01/2000	12/31/2000	Clerk I	Visayas State University	5,751.02	SALARY GRADE 3	Casual	Yes
	01/01/2000	03/31/2000	Clerk I	Visayas State University	5,751.02	SALARY GRADE 3	Casual	Yes
	08/02/1999	12/31/1999	Clerk I	Visayas State University	5,228.08	SALARY GRADE 3	Casual	Yes
	11 / /1996	/ / 1997	Formatter	Innodata Cebu Phil	4,000 +		Casual	No

(Continue on separate sheet if necessary)

SIGNATURE



DATE

10/2/18

[illegible]

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







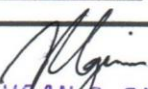
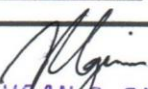
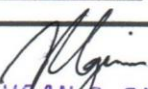
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VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literate/ Driving		N/A	Leyte State University-Administrative Personnel Association (LSU-AdPA)

SIGNATURE	<i>[Signature]</i>	DATE	10/2/18
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CS FORM 212 (Revised 2017), Page 3 of 4

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:										
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____										
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>TERESITA L. QUIÑANOLA</td><td>VSU, VISCA, Baybay, Leyte</td><td>563-7323</td></tr><tr><td>LOURDES B. CANO</td><td>VSU, ViSCA, Baybay, Leyte</td><td>563-7646</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	TERESITA L. QUIÑANOLA	VSU, VISCA, Baybay, Leyte	563-7323	LOURDES B. CANO	VSU, ViSCA, Baybay, Leyte	563-7646	
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TERESITA L. QUIÑANOLA	VSU, VISCA, Baybay, Leyte	563-7323									
LOURDES B. CANO	VSU, ViSCA, Baybay, Leyte	563-7646									
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.											
<table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>DRIVERS LICENSE</td></tr><tr><td>ID/License/Passport No.:</td><td>H1208000505</td></tr><tr><td>Date/Place of Issuance:</td><td>03/06/17 BAYBAY CITY, LEYTE</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	DRIVERS LICENSE	ID/License/Passport No.:	H1208000505	Date/Place of Issuance:	03/06/17 BAYBAY CITY, LEYTE	<table><tr><td> Signature (Sign inside the box) 10/2/18 Date Accomplished</td><td> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) 10/2/18 Date Accomplished	 Right Thumbmark
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Date/Place of Issuance:	03/06/17 BAYBAY CITY, LEYTE										
 Signature (Sign inside the box) 10/2/18 Date Accomplished	 Right Thumbmark										
SUBSCRIBED AND SWORN to before me this <u>10 OCT 05 2018</u> , affiant exhibiting his/her validly issued government ID as indicated above.											
<table><tr><td> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER</td></tr></table>		 ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER									
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