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. 1. CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes (and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE, I. PERSONAL INFORMATIO **ESCUADRA** 2. SURNAME NAME EXTENSION (JR., SR) N/A FIRST NAME MARJORIE MIDDLE NAME RUG-ATAN 3 DATE OF BIRTH 09/18/1995 16. CITIZENSHIP Filipino (mm/dd/yyyy) Dual Citizenship 4. PLACE OF BIRTH **Baybay Public Hospital** If holder of dual citizenship Pls. indicate country: please indicate the details. 5. SEX ☐ Male ✓ Female **Philippines** Single ✓ Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS Widowed House/Block/Lot No. Street Separated BRGY. UGUIS Other/s: Subdivision/Village MAHAPLAG LEYTE 7. HEIGHT (m) 1.52 City/Municipality Province 8. WEIGHT (kg) an ZIP CODE 6512 18. PERMANENT ADDRESS 9. BLOOD TYPE 0 House/Block/Lot No Stroot menuoTio inembede BRGY LIGHIS 10. GSIS ID NO. N/A Subdivision/Village Barangay 11. PAG-IBIG ID NO. PA JUDES MAHAPLAG LEYTE 121168411508 City/Municipality Province ZIP CODE 12. PHILHEALTH NO. 12-025513336-0 13. SSS NO 06-3806025-0 19. TELEPHONE NO. N/A 14. TIN NO. 777-368-704-000 20 MORILE NO 0999-429-8720 15. AGENCY EMPLOYEE NO. N/A 21. E-MAIL ADDRESS (if any) marjoriebugatan7@gmail.com II. FAMILY BACKGROUND 22. SPOUSE'S SURNAME **ESCUADRA** 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME **JAMES** N/A N/A MIDDLE NAME BALBARINO OCCUPATION STUDENT EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** BRGY, PANGASUGAN, BAYBAY CITY, LEYTE +63 53 565 0600 Local 1027 TELEPHONE NO BUG-ATAN 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) N/A FIRST NAME JOSE MIDDLE NAME DUARTE CASAL 25 MOTHER'S MAIDEN NAME BUG-ATAN SURNAME MARIZA FIRST NAME MIDDLE NAME BUQUIRAN (Continue on separate sheet if necessary SCHOLARSHIP HIGHEST LEVEL/ NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE 26 PERIOD OF ATTENDANCE ACADEMIC YEAR LEVEL UNITS FARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED ELEMENTARY ST. BRIGIDS ELEMENTARY SCHOOL PRIMARY EDUCATION 2002 GRADUATED 2008 2008 N/A MAHAPLAG NATIONAL HIGH SCHOOL SECONDARY EDUCATION 2008 2012 GRADUATED 2012 N/A VOCATIONAL / NA NIA N/A N/A N/A NA N/A TRADE COURSE BACHELOR OF SCIENCE IN HOTEL. VISAYAS STATE UNIVERSITY (MAIN) RESTAURANT AND TOURISM COLLEGE 2012 2016 GRADUATED 2016 N/A MANAGEMENT FRANCISCAN COLLEGE OF IMMACULATE BACHELOR OF SCIENCE IN SECONDARY SUPPLIMENTARY 2ND COURSE 2019 2020 GRADUATED 2020 NIA CONCEPCION EDUCATION MASTER IN MANAGEMENT MAJOR IN Ongoing **GRADUATE STUDIES VISAYAS STATE UNIVERSITY (MAIN) 42 UNITS** N/A N/A BUSINESS MANAGEMENT Muraiaelu SIGNATURE DATE CS FORM 212 (Revised 2017), Page 1 of 4 July 16 , 2024

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| Competencies for Hospitality Management and Strategies for Tourism Management Students | | | 10/23/21 | 8.0 | Managerial | Cordillera Career Development College (Held Virtually) | |
| naging and Organizing Social Activities and Even | 8/23/21 | 8/23/21 | 8.0 | Managerial | Department of Information and Communications Technology, Mindanao Cluster 2 (Held Virtually | | |
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| Embracing the Industry's Perspective Amidst Pandemic, Tourism and Hospitality Management Nebinar Series. | | | 7/16/21 | 8.0 | Managerial | Palawan State University, Puerto Princesa City, College of Community and Resources Developme Narra (Via Zoom and Facebook Live) | |
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| e Deployment of the Technical Educational and Si chnology Management Information System (T2MIS | | 8/29/2018 | 8/29/2018 | 8.0 | Managerial/ Supervisory | La Rica Hotel Tacloban City, Leyte, Philippines | |
| Special meeting for TVIs in Districts III, IV, and V re: Mass Graduation for 2018 Train for Work Scholarship Program | | | 6/21/2018 | 7.0 | Managerial/ Supervisory | Western Leyte College, Conference room | |
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| 34. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immedia Bureau or Department where you will be apppointed, | | John Stead of | o posobijo venije. |
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| last election to promote/actively campaign for a national or | | If YES, give details: | of Specification and I |
| 39. Have you acquired the status of an immigrant or permaner | | | |
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| Island VENICE B IBAÑEZ Wanaganam. | BRGY. GABAS, BAYBAY CITY, LEYTE | 7, 9356585386 ov d alixa tr | oige |
| 42. I declare under oath that I have personally accomplishe | ad this Personal Data Sheet which is a | true, correct and | polon (% is) |
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| agree that any misrepresentation made in this doc | resentative to verify/validate the content | its stated herein. I | O service control of the control |
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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 1, 2024 Present
- Position: VSU Accommodations Manager
- Name of Office/ Unit: Income Generating Project (IGP) VSU Accommodations
- Immediate Supervisor: Crislin B. Cruz-Cortez
- Name of Agency/ Organization and Location: Visayas State University, Visca, Baybay City, Leyte.
 - List of Accomplishments and Contributions (if any):
 - Assisted with the room blocking for the VSU Centennial Anniversary as chairperson for guest accommodation as well as for other university events and outside events
 - Updated hotel policies and practices
 - o Updated the VSU Accommodations Organizational Chart
 - Hiring competent and qualified staff
 - Contributor to the overall layout and design of the upcoming VSU International House as part of the accommodation.
 - Summary of Actual Duties
 - Overseeing the daily operations of the hotel, ensuring efficient management, and providing strategic direction.
 - Monitoring the employees of the hotel in terms of performance as well as the overall efficiency and productivity of the operations.
 - o Conducting monthly meetings to discuss concerns and reminders.
 - Presents accomplishments during the regular annual IGP Review.
- Duration: August 11, 2023 July 31, 2024 (Present)
- Position: Temporary Regular (Substitute) Instructor I/ BSHM Program Head
- Name of Office/Unit: Department of Tourism and Hospitality Management.
- Immediate Supervisor: Randy G. Omega
- Name of Agency/ Organization and Location: Visayas State University, Visca, Baybay City, Leyte.
 - List of Accomplishments and Contributions (if any):
 - Produced learning guides and modules for subjects taught.
 - o Contributions to developing Course Syllabus and instruction for the BSHM Program.
 - Assisted with the BSHM OJT manuscripts as Internship Adviser and Tourism Management Student Research Committee (SRC).
 - Assisted with preparation for ISO accreditation of the department as well as for the Preliminary Survey Visit (PSV).

Summary of Actual Duties

- Responsible for preparing lessons to be taught during class discussions.
- Assessing students through examinations on the knowledge gained.
- Responsible for assisting students with academic concerns as well as academic advising.
- Responsible for training, teaching, and providing students with the needed knowledge that they must acquire for their chosen degree.
- Responsible for monitoring the BSHM Program and the core faculty on all aspects as program head.
- Responsible for conducting meetings for the BSHM Program for any updates, reminders, and academic concerns.
- Duration: April 5, 2021 June 23, 2023 (Present)
- Position: Part-Time Instructor/ BSHM Program Secretary
- Name of Office/Unit: Department of Tourism and Hospitality Management.
- Immediate Supervisor: Hannah Mae E. Quimbo
- Name of Agency/ Organization and Location: Visayas State University, Visca, Baybay City, Leyte.
 - List of Accomplishments and Contributions (if any):
 - o Produced the learning guides for subjects taught.
 - Contributions to the development of Course Syllabus.
 - Assisted with the BSHM OJT manuscripts as Co-Adviser and Student Research Committee (SRC)
 - Assisted with preparation for ISO accreditation of the department.

Summary of Actual Duties

- Responsible for preparing lessons to be taught during class discussions.
- Assessing students through examinations on the knowledge gained.
- Responsible for assisting students with academic concerns.
- Responsible for training, teaching, and providing students with the needed knowledge that they must acquire for their chosen degree.
- Responsible for taking down notes and minutes of the monthly meetings for the BSHM Program.
- Duration: May 29, 2018 June 15, 2019.
- · Position: TESDA Officer
- Name of Office/Unit: Administrative Division
- Immediate Supervisor: Klenee Grace A. Acedilla
- Name of Agency/Organization and Location: Acedilla Technological Institute, Baybay City, Leyte.
 - List of Accomplishments and Contributions (if any):
 - o Renewed the school's TESDA License in Bartending and Housekeeping.
 - Summary of Actual Duties

- Responsible for holding and facilitating TESDA Scholarship programs, Assisting and processing NCII Certificates, Monitoring of TESDA Assessment Centers and UPTRAS Registrations.
- Duration: April 19, 2016 March 15, 2017.
- Position: Procurement Clerk/ Officer.
- Name of Office/Unit: Procurement Department (Finance and Administrative Unit)
- Immediate Supervisor: Claire Dichosa Purchasing Manager
- Name of Agency/Organization and Location: Kares International, Quest Hotel and Conference Centre, Cebu.
 - List of Accomplishments and Contributions (if any):
 - Located and established new competent supply chain partners for Quest Hotel and Conference Center, Cebu.
 - Accommodated and assisted hotel departments with respective needs and demands for the satisfaction of guests and upholding the hotel's reputation.
 - Summary of Actual Duties
 - Responsible for sourcing out competent supply chain partners for the entire hotel and its departments.
 - Accepting and processing purchase requests of the different hotel departments and making purchase orders to hotel suppliers.

MARJORIE B. ESCUADRA

(Signature over Printed Name Of Employee/Applicant)

Date: June 26, 2024