

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	ESCUADRA		
FIRST NAME	MARJORIE	NAME EXTENSION (JR, SR) N/A	
MIDDLE NAME	BUG-ATAN		
3. DATE OF BIRTH (mm/dd/yyyy)	09/18/1995	16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	Baybay Public Hospital	If holder of dual citizenship, please indicate the details:	Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Philippines	
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.52	House/Block/Lot No.	Street
8. WEIGHT (kg)	90	BRGY. UGUIS	
9. BLOOD TYPE	O	Subdivision/Village	
10. GSIS ID NO.	N/A	MAHAPLAG	LEYTE
11. PAG-IBIG ID NO.	121168411508	City/Municipality	Province
12. PHILHEALTH NO.	12-025513336-0		
13. SSS NO.	06-3806025-0	18. PERMANENT ADDRESS	
14. TIN NO.	777-368-704-000	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	N/A	BRGY. UGUIS	
		Subdivision/Village	Barangay
		MAHAPLAG	LEYTE
		City/Municipality	Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0999-429-8720
		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)
FIRST NAME	JAMES	NAME EXTENSION (JR, SR) N/A	N/A	N/A
MIDDLE NAME	BALBARINO			
OCCUPATION	STUDENT			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	BRGY. PANGASUGAN, BAYBAY CITY, LEYTE			
TELEPHONE NO.	+63 53 565 0600 Local 1027			
24. FATHER'S SURNAME	BUG-ATAN			
FIRST NAME	JOSE	NAME EXTENSION (JR, SR) N/A		
MIDDLE NAME	DUARTE			
25. MOTHER'S MAIDEN NAME	CASAL			
SURNAME	BUG-ATAN			
FIRST NAME	MARIZA			
MIDDLE NAME	BUQUIRAN			

(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	ST. BRIGIDS ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	GRADUATED	2008	N/A
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2008	2012	GRADUATED	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY (MAIN)	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2012	2016	GRADUATED	2016	N/A
SUPPLIMENTARY 2ND COURSE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPCION	BACHELOR OF SCIENCE IN SECONDARY EDUCATION	2019	2020	GRADUATED	2020	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN)	MASTER IN MANAGEMENT MAJOR IN BUSINESS MANAGEMENT	2022	Ongoing (Candidate)	42 UNITS	N/A	N/A

SIGNATURE		DATE	July 16, 2024	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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)

SIGNATURE	<i>M. Muscarella</i>
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DATE _____

July 16, 2024

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S							
29. NAME & ADDRESS OF ORGANIZATION <div>in full</div>		(Write	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 <div>(Write in full)</div>			INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY <div>(Write in full)</div>
			From	To			
Sparkling Spaces: Maturing the Art of Housekeeping			5/22/2024	5/22/2024	8.0	Managerial	visayas State University, visca Baybay City, Leyte. (Held Virtually)
Emotional Intelligence in Management: A Project Resolution through Emotional Intelligence			5/18/2024	5/18/2024	8.0	Managerial	Department of Business Management Visayas State University
Statistical Training Workshop			4/17/2024	4/17/2024	8.0	Supervisory	visayas State University, visca Baybay City, Leyte.
Training Workshop on Research Proposal Writing			3/11/2024	3/12/2024	8.0	Supervisory	visayas State University, visca Baybay City, Leyte. (Held Virtually)
Orientation of Guidelines and Procedures on Processes/ Services of the Offices under Administrative Services Office (ASO)			2/23/2024	2/23/2024	8.0	Supervisory	Visayas State University, Visca Baybay City, Leyte.
Marketing Management Seminar "Measuring What Matters to Improve Marketing Performance: Reputation, Relationship, and Revenue"			6/24/23	6/24/23	8.0	Managerial	Department of Business Management Visayas State University
"Strategic Marketing in the Digital Age": Navigating Trends and Challenges Seminar			4/6/2023	4/6/2023	8.0	Managerial	Department of Business Management Visayas State University
Table of Specification and Test Item Analysis"Learn and Re-learn: VSU Table of Specifications and Test Item Analysis			4/4/2023	4/4/2023	7.0	Supervisory	(Via Zoom) Visayas State University, Visca Baybay City, Leyte
Seminar-Workshop on Academic Practice			3/17/23	3/17/23	8.0	Supervisory	The University of Los Baños and University of Liverpool, CCE Building, Visayas State University Baybay, City, Leyte
Recovery Policies on Rebuilding Tourism and Hospitality Competitiveness: The ASEAN Way			5/3/2022	5/3/2022	8.0	Managerial	Lyceum of the Philippines University, Batangas Graduate Schools (Via Virtual Platform)
CME Faculty and Staff Consultation on the Implementation of Limited Face-to-Face Classes on All Programs			3/12/2021	3/12/2021	7.0	Supervisory	Visayas State University, Visca Baybay City, Leyte. (Held Virtually)
Competencies for Hospitality Management and Strategies for Tourism Management Students			10/23/21	10/23/21	8.0	Managerial	Cordillera Career Development College (Held Virtually)
Managing and Organizing Social Activities and Events under the New Normal.			8/23/21	8/23/21	8.0	Managerial	Department of Information and Communications Technology, Mindanao Cluster 2 (Held Virtually)
The Future of Education: "Helping Teachers Stay Relevant"			07/28/2021	07/28/2021	8.0	Supervisory	Singapore (Held Virtually)
Embracing the Industry's Perspective Amidst Pandemic, Tourism and Hospitality Management Webinar Series.			7/16/21	7/16/21	8.0	Managerial	Palawan State University, Puerto Princesa City, College of Community and Resources Development- Narra (Via Zoom and Facebook Live)
Organizing Open Educational Resources using Sites			7/13/21	7/13/21	7.0	Supervisory	Department of Information and Communications Technology, Mindanao (Held Virtually)
"Food Safety and Hygiene Seminar"			5/20/21	5/20/21	7.0	Supervisory	Manila, Philippines (Via Online)
"Stress Management Seminar"			7/9/2019	7/9/2019	7.0	Supervisory	Franciscan Immaculate Concepcion College, Audio Visual Room,BayBay City, Leyte, Philippines
2nd TVET Administrator and Assessment Center Managers Meeting			8/30/2018	8/30/2018	8.0	Managerial	La Rica Hotel Tacloban City, Leyte, Philippines
The Deployment of the Technical Educational and Skills Development Authority (TESDA) Technology 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	6/21/2018	7.0	Managerial/ Supervisory	Western Leyte College, Conference room Ormoc City, Leyte
(Continue on separate sheet if necessary)							
VIII. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION <div>(Write in full)</div>	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION <div>(Write in full)</div>					
READING	N/A	N/A					
WRITING							
ARTS							
MUSIC							
SPORTS							
(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:
END OF 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 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.
KLENEE GRACE A. ACEDILLA	42.A MABINI STREET, BAYBAY CITY LEYTE	9563593230
NANCY V. DUMAGUING	Apt 72 Kilbourne Drive, Visca, Baybay City, Leyte	9176361476
VENICE B IBAÑEZ	BRGY. GABAS, BAYBAY CITY, LEYTE	9356585386

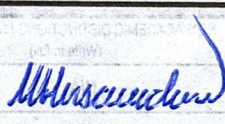
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate 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.


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

Government Issued ID: BUREAU OF INTERNAL REVENUE (BIR)


ID/License/Passport No.: 777-368-704-00000

Date/Place of Issuance: 05/04/2021


Signature (Sign inside the box)
July 16, 2024
Date Accomplished


Right Thumbmark

SUBSCRIBED AND SWORN to before me this 31 JUL 2024, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYAN C. GUINOCOR
YSU Chief Legal Officer
Person Administering Oath

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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
 - 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.
 - 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.
 - 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):

- 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):

- 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