

CS Form No. 212
Revised 2017

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

BALURAN

FIRST NAME

JOHN RICK

NAME EXTENSION (JR., SR)

N/A

MIDDLE NAME

GIDA

3. DATE OF BIRTH
(mm/dd/yyyy)

12/7/1997

4. PLACE OF BIRTH

CABULIHAN, MAASIN CITY

5. SEX

☒ Male ☐ Female

6. CIVIL STATUS

☐ Single ☐ Married
☒ Widowed ☐ Separated
☐ Other/s:

7. HEIGHT (m)

1.67

8. WEIGHT (kg)

55

9. BLOOD TYPE

O

10. GSIS ID NO.

N/A

11. PAG-IBIG ID NO.

121304747161

12. PHILHEALTH NO.

13-050215703-6

13. SSS NO.

34-5690627-6

14. TIN NO.

608-555-957-000

15. AGENCY EMPLOYEE NO.

N/A

16. CITIZENSHIP

☒ Filipino ☐ Dual Citizenship
☐ by birth ☐ by naturalization
Pls. indicate country:

17. RESIDENTIAL ADDRESS

PUROK 3

House/Block/Lot No.

Street

CABULIHAN

Subdivision/Village

Barangay

MAASIN CITY

SOUTJERN LEYTE

City/Municipality

Province

18. PERMANENT ADDRESS

PUROK 3

House/Block/Lot No.

Street

CABULIHAN

Subdivision/Village

Barangay

MAASIN CITY

SOUTHERN LEYTE

City/Municipality

Province

19. TELEPHONE NO.

N/A

20. MOBILE NO.

09391017864

21. E-MAIL ADDRESS (if any)

johnrickbaluran18@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

N/A

NAME EXTENSION (JR., SR)

N/A

MIDDLE NAME

N/A

OCCUPATION

N/A

EMPLOYER/BUSINESS NAME

N/A

BUSINESS ADDRESS

N/A

TELEPHONE NO.

N/A

23. NAME of CHILDREN (Write full name and list all)

N/A

DATE OF BIRTH
(mm/dd/yyyy)

N/A

24. FATHER'S SURNAME

BALURAN

FIRST NAME

ENRIQUE

NAME EXTENSION (JR., SR)

MIDDLE NAME

ESPANTO

25. MOTHER'S MAIDEN NAME

SURNAME

GIDA

FIRST NAME

TERESA

MIDDLE NAME

MACALDO

III. EDUCATIONAL BACKGROUND

26. LEVEL

NAME OF SCHOOL
(Write in full)

BASIC EDUCATION/DEGREE/COURSE
(Write in full)

PERIOD OF ATTENDANCE
From To

HIGHEST LEVEL/
UNITS EARNED
(if not graduated)

YEAR GRADUATED

SCHOLARSHIP /
ACADEMIC HONORS RECEIVED

ELEMENTARY

CABULIHAN ELEMENTARY SCHOOL

PRIMARY

20042010

N/A

2010

N/A

SECONDARY

GUADALUPE NATIONAL HIGH SCHOOL

SECONDARY

20102014

N/A

2014

N/A

VOCATIONAL /
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN CIVIL
ENGINEERING

20142021

N/A

2021

N/A

GRADUATE STUDIES

N/A

N/A

N/A

N/A

N/A

N/A

SIGNATURE

DATE

02-05-2024

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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

DATE _____


02-05-2024

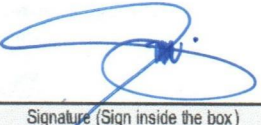
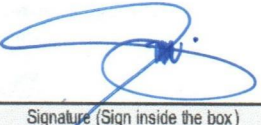
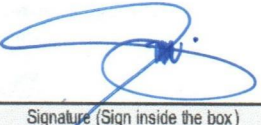






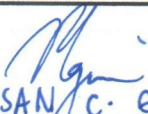
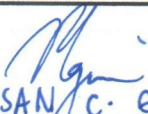
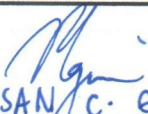
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS-VISAYAS UNIVERSITY STUDENT CHAPTER	2014	2019		MEMBER
	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS-VISAYAS UNIVERSITY STUDENT CHAPTER	2019	2020		AUDITOR

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

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
HIKING	N/A	N/A
SWIMMING		
PLAYING GUITAR		
READING		

SIGNATURE		DATE	02-05-2024
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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)?	<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>JAMES ANDRE ARNAIZ</td><td>BAYBAY CITY, LEYTE</td><td>9319707215</td></tr><tr><td>RAYMUND M. IGCASAMA</td><td>BAYBAY CITY, LEYTE</td><td>9454698566</td></tr><tr><td>ENGR. EPIFANIA G. LORETU</td><td>BAYBAY, LEYTE</td><td>9171448661</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	JAMES ANDRE ARNAIZ	BAYBAY CITY, LEYTE	9319707215	RAYMUND M. IGCASAMA	BAYBAY CITY, LEYTE	9454698566	ENGR. EPIFANIA G. LORETU	BAYBAY, LEYTE	9171448661
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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>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td><td>PLEASE INDICATE ID Number</td></tr><tr><td>Government Issued ID: PRC ID</td><td></td></tr><tr><td>ID/License/Passport No.</td><td>0180590</td></tr><tr><td>Date/Place of Issuance:</td><td>ORMOC CITY</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number	Government Issued ID: PRC ID		ID/License/Passport No.	0180590	Date/Place of Issuance:	ORMOC CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>02-05-2024</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	02-05-2024	Date Accomplished
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<table><tr><td></td></tr></table>													
													
SUBSCRIBED AND SWORN to before me this <u>08 FEB 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR	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: June 1, 2015 to July 31, 2015
- Position: Student Assistant
- Name of Office/Unit: Mahogany Men's Hall at Visayas State University
- Immediate Supervisor: Mr. Raymund Igcasama
- Name of Agency/Organization and Location: Visayas State University, Baybay City Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Involve tasks like checking in/out residents
 - Managing key distribution
 - Helping with roommate conflicts
 - Coordinating events or programs
 - Enforcing dorm policies
 - Being a point of contact for residents

- Duration: August 01, 2015 to June 30, 2015
- Position: Student Assistant
- Name of Office/Unit: Mahogany Men's Hall at Visayas State University
- Immediate Supervisor: Mr. Raymund Igcasama
- Name of Agency/Organization and Location: Visayas State University, Baybay City Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Involve tasks like checking in/out residents
 - Managing key distribution
 - Helping with roommate conflicts
 - Coordinating events or programs
 - Enforcing dorm policies
 - Being a point of contact for residents

- Duration: June 01, 2019 to July 22, 2019
- Position: Field Practitioner
- Name of Office/Unit: Construction of New Baybay City Hall
- Immediate Supervisor: James Andrei Arnaiz
- Name of Agency/Organization and Location: Lady of Assumption Enterprises Inc.

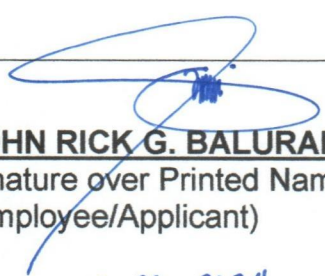
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Conducting workload supervision
 - Collecting progress report and billing
 - Warehouse inventory and purchasing
 - Collecting weather data and encoding project report

- Duration: March 10, 2021 to May 31, 2021
- Position: Engineering Aide 1
- Name of Office/Unit: Construction of New Baybay City Hall
- Immediate Supervisor: James Andrei Arnaiz
- Name of Agency/Organization and Location: Lady of Assumption Enterprises Inc., Maasin City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Preparing and reviewing technical documents
 - Assisting with design works
 - Conducting workload supervision
 - Collecting progress report and billing
 - Warehouse inventory and purchasing
 - Collecting weather data and encoding project report

- Duration: January 2, 2022 to December 31, 2022
- Position: Engineering 1
- Name of Office/Unit: Construction of New Baybay City Hall
- Immediate Supervisor: James Andrei Arnaiz
- Name of Agency/Organization and Location: Lady of Assumption Enterprises Inc., Maasin City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Analyzing survey reports
 - Testing and ensuring the quality of materials
 - Collaborating with architects and other professionals
 - Ensuring the project comply with safety standards
 - Estimate materials
 - Supervise concrete pouring
 - Preparing progress reports and billings
 - Supervise subcontractor

- Duration: February 01, 2023 to May 31, 2023
- Position: Company Purchaser
- Name of Office/Unit: Purchasing Department
- Immediate Supervisor: Mary Jean H. Cordon
- Name of Agency/Organization and Location: E. Ganzon Inc., Pasay City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for managing the procurement process for goods and services needed by the company
 - Identifying reliable suppliers, and attention to material details
 - Negotiating contracts
 - Evaluating product quality and pricing
 - Maintaining relationships with vendors or suppliers
 - Tracking inventory levels
 - Ensuring timely deliveries
 - Finding the best deals to meet the company's needs

- Duration: August 16, 2023 to December 20, 2023
- Position: Part-time Instructor
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Prof. Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University, Baybay City Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Creating and delivering lectures
 - Designing course materials
 - Grading assignments and exams
 - Providing feedback to students
 - Staying updated on advancements in subjects
 - Building a positive learning environment


JOHN RICK G. BALURAN
(Signature over Printed Name
of Employee/Applicant)

Date: 02-06-2024