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

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) 2. SURNAME MUERTIGUE NAME EXTENSION (JR., SR) N/A FIRST NAME JESIBEL MIDDLE NAME LUFRANGCO 3. DATE OF BIRTH 10/3/1992 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship by birth ___by naturalization MAPGAP, BAYBAY CITY, LEYTE 4. PLACE OF BIRTH If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX Male ✓ Female Philippines Single ✓ Married 17. RESIDENTIAL ADDRESS 30 DE DECIEMBRE ST. 6 CIVIL STATUS Widowed House/Block/Lot No. Street Separated ZONE 23 Other/s: Subdivision/Village Barangay BAYBAY CITY LEYTE 7. HEIGHT (m) 1.49 m City/Municipality Province 8. WEIGHT (kg) 42 kg 18. PERMANENT ADDRESS 30 DE DECIEMBRE ST. 9 BLOOD TYPE A+ House/Block/Lot No Stree ZONE 23 10 GSIS ID NO N/A Subdivision/Village Barangay BAYBAY CITY LEYTE 11. PAG-IBIG ID NO 1211-2604-8041 City/Municipality Province 12. PHILHEALTH NO. 12-051363940-1 ZIP CODE 6521 13. SSS NO. 06-3226809-0 19. TELEPHONE NO. N/A 14. TIN NO 324766935-0000 20. MOBILE NO. 09169108769 15. AGENCY EMPLOYEE NO N/A 21. E-MAIL ADDRESS (if anv) lufrangco79@gmail.com FAMILY BACKGROU 22. SPOUSE'S SURNAME MUERTIGUE 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/vvvv) NAME EXTENSION (JR., SR) FIRST NAME RODNEY N/A N/A ARIOSA MIDDLE NAME **PHARMACIST** OCCUPATION WESTERN LEYTE PROVINCIAL HOSPITAL EMPLOYER/BUSINESS NAME PAN-PHILIPPINE HIGHWAY, BAYBAY CITY, LEYTE BUSINESS ADDRESS TELEPHONE NO. N/A 24. FATHER'S SURNAME LUFRANGCO NAME EXTENSION (JR., SR) PABLO FIRST NAME Sr. NIEPEZ MIDDLE NAME 25. MOTHER'S MAIDEN NAME SURNAME **GUTAS** ELENA FIRST NAME MIDDLE NAME MANLA (Continue on separate sheet if necessary) SCHOLARSHIP PERIOD OF ATTENDANCE HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL YEAR ACADEMIC UNITS EARNED (if not graduated) (Write in full) GRADUATED (Write in full) HONORS RECEIVED From То ELEMENTARY PAJO ELEMENTARY SCHOOL PRIMARY EDUCATION 1999 2005 N/A 2005 N/A SECONDARY BABAG NATIONAL HIGH SCHOOL HIGH SCHOOL 2005 2009 N/A 2009 N/A VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE UNIVERSITY OF CEBU-LAPULAPU & 2011 & COLLEGE **BS NURSING** 2009 103 N/A N/A MANDAUE 2016 UINIVERSITY OF THE PHILIPPINES-OPEN **BS EDUCATION STUDIES** 2021 present N/A N/A N/A UNIVERSITY, LOS BAÑOS, LAGUNA **GRADUATE STUDIES** N/A N/A N/A N/A N/A N/A N/A thing SIGNATURE DATE 5/24/2022

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE RATING (If Applicable)			EXAMINATION / CONFERMENT	ATION / CONFERMENT %		NUMBER	applicable) Date of		
BARANGAY ELIGIBILITY / DRIVER'S LICENSE CAREER SERVICE - SUBPROFFESIONAL 80.63%			8/4/2019	Maa	sin City		760875	Validity 10/3/2019	
CARLER GERVIOL - GODFROFFEGIONAL		00.0070	Lerca Gran	A 1 May 1/4			7,000,0	10002010	
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	te employmei SIVE DATES	nt. Start from your recent	work) Description	n of duties should be	e indicated in the attached	l Work Exper	SALARY/ JOB/ PAY		
From	n/dd/yyyy) To	POSITION T (Write in full/Do not		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVI (Y/ N)
1/16/2021	present	CLERKI		COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE		642.05	N/A	CASUAL	YES
2/13/2018	4/15/2021	CLERK		COLLEGE OF FOR ENVIRONMENTAL		553.40 DAILY	N/A	JOB ORDER	YES
1/16/2015	4/15/2016	CASHIER		VICSAL		10,478/mon th	N/A	CONTRACTUAL	NO
9/10/2014	4/10/2015	CASHIER		CASHIE RING		8,840/mont h	N/A	CONTRACTUAL	NO
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VI. VOLUNTARY WORK OR INVOLVEMENT I	N CIVIC / NON-GOVERNMENT /			RGANIZATIO	N/S			
29. NAME & ADDRESS OF OF (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK				
N/A	4		Service	S LAKED D	C = Auto	Land of ways freshirt upshirt		
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					200000000000000000000000000000000000000			
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		tinue on second	sheet if necessary					
VII. LEARNING AND DEVELOPMENT (L&D)	INTERVENTIONS/TRAINING PR	OGRAMS AT	TENDED					
(Start from the most recent L&D/training program and include	e only the relevant L&D/training taken for th			ef/Executive/Manage				
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)		
(write in full)	(Write in full)							
TRAINING ON EDATS		From 4/28/2022	To 4/28/2022	4	TECHINICAL	RSPPRO AND MIS OFFICE, VSU		
GENDER, CLIMATE, AND DISASTER RESILIENCE: CHALLENGES OF EQUITY AND			3/1/2021	4	TECHINICAL	CCARPH-NRC		
SUSTAINABILITY ISO RE-AWARENESS SEMINAR			11/27/2020	4hrs		OFFICE OF THE PRESIDENT		
STRATEGIC PLAN MONITORING		11/27/2020	11/26/2020	16hrs	V	OFFICE OF THE VICE PRESIDENT OF		
					10 10 10 10 10 10 10 10 10 10 10 10 10 1	ACADEMIC AFFAIRS, VSU OFFICE OF HUMAN RESOURCE		
SEMINAR-WORKSHOP ON RECORDS MANAGEMENT & NAP FORM			12/13/2019	8hrs.	2,377.39	MANAGEMENT, VSU OFFICE OF HUMAN RESOURCE		
HRMIS CYBER SECURITY TRAINING	de vested j	12/18/2019	12/19/2019	16hrs		MANAGEMENT, VSU OFFICE OF HUMAN RESOURCE		
PDS TRAINING		11/26/2019	11/26/2019	4hrs		MANAGEMENT, VSU		
ORIENTATION WORKSHOP ON NEWLY HIRED JO	OB ORDER EMPLOYEE IN VSU	01/14/2019	01/14/2019	8hrs.	611775	OFFICE OF HUMAN RESOURCE MANAGEMENT, VSU		
HANDS-ON TRAINING ON HRMIS		09/06/2018	09/06/2018	8hrs.	7	OFFICE OF HUMAN RESOURCE MANAGEMENT, VSU		
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	to part all terms and	edinostico.	to the	TERMINE S	a reco	more than any unknowned about		
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VIII. OTHER INFORMATION		40 JUNE 1						
31. SPECIAL SKILLS and HOBBIES	32. NON		INCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
COMPUTER SKILLS: POWERTPOINT, WORD						N/A		
AND EXCEL TYPING								
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SIGNATURE		,		- Lagrangian _	ATE	5/24/2022		

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chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,				
a. within the third degree?	The second of th	YES	✓ NO →	
b. within the fourth degree (for Local Government Unit - Car	YES [NO .		
a. Have you ever been found guilty of any administrative off	YES [If YES, give details:	✓ NO		
b. Have you been criminally charged before any court?	YES NO If YES, give details: Date Filed: Status of Case/s:			
36. Have you ever been convicted of any crime or violation of a any court or tribunal?	☐ YES ☑ NO If YES, give details:			
37. Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, er (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details:			
38. a. Have you ever been a candidate in a national or local ele Barangay election)?	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 election to promote/actively campaign for a national or local	☐ YES			
39. Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):			
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972). Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?		☐ YES If YES, please specify: ☐ YES If YES, please specify ☐ YES If YES, please specify	ID No:	
41. REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee)	***************************************		
NAME	ADDRESS	TEL. NO.		
DENNIS P. PEQUE	CFES, VSU, BAYBAY CITY, LEYTE	563-7552		
ANGELICA P. BALDOS	DFS, VSU, BAYBAY CITY, LEYTE	563-7552		
EDUARDO O. MANGAOANG	RCCRDC, VSU, BAYBAY CITY, LEYTE	563-7616		
42. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertir. Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this document administrative/criminal case/s against me.	ent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the d herein.	JESIBEL L. MUERTIGUE	
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Helony			
Government Issued ID: VSU ID				
ID/License/Passport No.: V01247	Signature (Sign inside the bi			
Date/Place of Issuance: 5/12/2021-VSU		Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	, affiant exhibiting affiant exhibiting affiant exhibiting affiant exhibiting affiant exhibiting affiance affia	ng his/her validly issued g	overnment ID as indicated above.	
	Person Administering Oat	n		

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 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 from most recent first.
- Duration: 16 April 2022 Present
- Position: Clerk I
- Name of Office/Unit: College of Forestry and Environmental Science
- Immediate Supervisor: Dr. Dennis P. Peque
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties

Receive, sort, file, and retrieve incoming and outgoing communications in instruction, research and extension. Coordinate, and facilitate other needs of the college, faculty, staff and students. Does other work as assigned and requested by the college dean/department head, faculty, staff and students. Serves as dDRC of CFES.

- Duration: 2018 February 13 2022 April 15
- Position: Clerk
- Name of Office/Unit: College of Forestry and Environmental Science/Department of Forest Science
- Immediate Supervisor: Dr. Dennis P. Peque
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties

Receive, sort, file, and retrieve incoming and outgoing communications in instruction, research and extension. Coordinate, and facilitate other needs of the college, faculty, staff and students. Does other work as assigned and requested by the college dean/department head, faculty, staff and students.

JESIBEL LI MUERTIGUE

(Signature over Printed Name of Employee/Applicant)

Date: 5/14/2012