

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	MERAFUENTES		
FIRST NAME	ANDREW	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CABEROS		
3. DATE OF BIRTH (mm/dd/yyyy)	01/02/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Kananga, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.67	17. RESIDENTIAL ADDRESS	N/A Highway
8. WEIGHT (kg)	58		House/Block/Lot No. Street
9. BLOOD TYPE	A+		N/A Pangasugan
10. GSIS ID NO.	N/A		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	121255418127		Kananga Leyte
12. PHILHEALTH NO.	13-250606513-9		City/Municipality Province
13. SSS NO.	06-4333671-7	18. PERMANENT ADDRESS	N/A Lower Poblacion
14. TIN NO.	382-204-537		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.			N/A Hiloctogan
			Subdivision/Village Barangay
			Kananga Leyte
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09391347145
		21. E-MAIL ADDRESS (if any)	andrewmerafuentes@gmail.com


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	MERAFUENTES		N/A	N/A
FIRST NAME	ROGELIO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	PEPITO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	CABEROS		N/A	N/A
FIRST NAME	LUCIANA		N/A	N/A
MIDDLE NAME	URDANEZA		(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	HILOCTOGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2004	2010	Graduated	2010	Valedictorian
SECONDARY	LIM-AO NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2010	2014	Graduated	2014	Salutatorian/E DC Scholar
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING	2014	2019	Graduated	2019	DOST Scholar
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/11/2021
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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	08/11/2021
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	BARANGAY COUNCIL - HILOCTOGAN, KANANGA	08/13/2020	08/13/2020	4.0	TREE PLANTING
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	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)




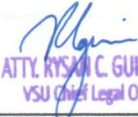
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	VSUEE Training - Workshop Series	12/18/2020	12/18/2020	6	Technical	VSU DCST
	Research and Extension Proposal Writing Workshop	11/18/2020	11/18/2020	6	Technical	VSU Research, Development and Extension
	11th Middle East Regional Conference (Pre Webinar)	07/17/2020	07/17/2020	3	Technical	PSME Middle East Chapters
	66th PSME National Convention	10/17/2018	10/19/2018	16	Technical	Philippine Society of Mechanical Engineers
	PSME-OKC General Membership Meeting and 1st Technical Conference	07/28/2018	07/28/2018	4.0	Technical	PSME Ormoc Kanaga Chapter
	1st DOST Scholars Patriot Activity	04/21/2017	04/22/2017	16.0	Supervisory	DOST-SEI Region 8

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Playing Musical Instruments	N/A	Philippine Society of Mechanical Engineers
Photo and Video Editing		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	08/11/2021

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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div>Date Filed: </div> <div>Status of Case/s: </div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country):</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No:</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Kenneth Oraiz</td><td>Visca, Baybay City, Leyte</td><td>9206138830</td></tr><tr><td>Engr. Jundy R. Castil</td><td>Visca, Baybay City, Leyte</td><td>9124147540</td></tr><tr><td>Malvin B. Datan</td><td>Visca, Baybay City, Leyte</td><td>9760664266</td></tr></table>			NAME	ADDRESS	TEL. NO.	Kenneth Oraiz	Visca, Baybay City, Leyte	9206138830	Engr. Jundy R. Castil	Visca, Baybay City, Leyte	9124147540	Malvin B. Datan	Visca, Baybay City, Leyte	9760664266
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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.		<div></div> <div>PHOTO</div>												
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC</div> <div>ID/License/Passport No.: 0109507</div> <div>Date/Place of Issuance: 03/10/2020/ PRC - Ormoc</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>08/11/2021</div> <div>Date Accomplished</div>	<div></div> <div>Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this 31 AUG 2021, affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>ATTY. RYSNI C. GUINOCOR</div> <div>VSU Chief Legal Officer</div> <div>Person Administering Oath</div>														

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: September 2020 - present
- Position: Instructor I
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Jundy R. Castil
- Name of Agency/Organization and Location: Visayas State University, VisCA, Baybay City

- List of Accomplishments and Contributions (if any)

Teaching of major subjects in Mechanical Engineering courses

- Summary of Actual Duties

Facilitated discussion sessions of students for mechanical engineering courses.
Preparation and revision of Syllabus and other teaching materials.
Perform functions relative to committee memberships and other assignments related to quality assurance and other accreditation functions.
Perform other tasks assigned by the immediate superior.


ANDREW C. MERAFUENTES
(Signature over Printed Name
of Employee/Applicant)

Date: 08/11/2021