

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 () ☐ d 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	DELA PEÑA		
FIRST NAME	MARIANE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	UBAY		
3. DATE OF BIRTH (mm/dd/yyyy)	13/09/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	ORMOC CITY	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Purok Ilangilang Marcos Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.45	ZIP CODE	6521
8. WEIGHT (kg)	47		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Brgy. Margen Subdivision/Village Barangay Ormoc City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6541
11. PAG-IBIG ID NO.	1211-7170-6161		
12. PHILHEALTH NO.	130501077330		
13. SSS NO.	06-3826580-6	19. TELEPHONE NO.	N/A
14. TIN NO.	331-228-659	20. MOBILE NO.	09300207903
15. AGENCY EMPLOYEE NO.	V01114	21. E-MAIL ADDRESS (if any)	mariane.ubay@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	DELA PEÑA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WENCES REY	NAME EXTENSION (JR., SR) N/A	MA. GABRIELA U. DELA PEÑA	03/02/2023
MIDDLE NAME	BASILAD			
OCCUPATION	INSTRUCTOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.	(053) 565 0600			
24. FATHER'S SURNAME	UBAY			
FIRST NAME	AGUSTIN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	QUINTE			
25. MOTHER'S MAIDEN NAME				
SURNAME	BATING			
FIRST NAME	MARCOSA			
MIDDLE NAME	CATALUÑA			

(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	MARGEN ELEMENTARY SCHOOL	ELEMENTARY	2002	2008	N/A	2008	1ST HONOR
SECONDARY	MARGEN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2008	2012	N/A	2012	1ST HONOR
VOCATIONAL /	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION MAJOR IN COMMUNITY BROADCASTING	2012	2016	N/A	2016	MAGNA CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT COMMUNICATION	2017	Present	19	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 9, 2024
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	January 9, 2024
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January 9, 2024

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		
	HIV-AIDS ORGANIZATION OF PEER EDUCATORS (HOPE), VSU CHAPTER	06/02/2014	30/05/2016	N/A	CIVIC/VOLUNTARY
	VSU ALUMNI ASSOCIATION	14/05/2016	PRESENT	N/A	CIVIC/VOLUNTARY

(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			
	2nd International Conference on Development communication and 11th Scientific Meeting of ADCEP Philippines	9/14/2023	9/16/2023	24	Technical	Association of Development Communication Educators and Practitioners-Philippines (ADCEP Philippines)
	PAPSAS-R8 Regional Conference: Drawing the Line De/Reconstructing Guidance and Discipline for Students' Wellbeing	10/8/2022	10/9/2022	12	Managerial	Philippine Association of Practitioners of Student Affairs and Services - Region 8; Commission on Higher Education
	LevelUPHEI AFAR - Strategic Communication Planning Workshop: Enhancing Communication Skills for Higher Education Institutions in the Philippines	2/1/2022	3/14/2022	40	Technical	Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA)
	"Navigating the Digital Shift" in the new normal: Instructional Materials to Support the University's Flexible Learning	3/18/2021	3/18/2021	8	Technical	Visayas State University
	"Echo-Webinar on the CHED-TIEC Flexible Learning Foundation Virtual Conference	3/15/2021	3/16/2021	16	Technical	Visayas State University
	Effective Facilitating Skills and Proactive Intervention Techniques in Responding Student-at-Risks Situations	11/26/2018	11/27/2018	16	Managerial	Visayas State University
	2018 Eastern Visayas Human Resource Management Practitioners Excellence Summit	10/24/2018	10/25/2018	16	Managerial	Civil Service Commission
	AAACU 22nd Biennial Conference	10/16/2018	10/18/2018	24	Technical	Asian Association of Agricultural Colleges and Universities (AAACU)
	Gender Sensitivity Training for the Administrative and Support Staff	9/11/2018	9/11/2018	4	Managerial	Visayas State University
	Target Setting Workshop	8/20/2018	8/21/2018	16	Managerial	Visayas State University

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	HOSTING		SEN. MANNY VILLAR MEDAL OF EXCELLENCE AWARDEE		VSU ALUMNI ORGANIZATION
	READING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 9, 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)?

☐ 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

☐ 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.
DR. EDGARDO E. TULIN	VSU, BAYBAY CITY, LEYTE	053 565 0600
DR. CHRISTINA A. GABRILLO	VSU, BAYBAY CITY, LEYTE	053 565 0600
DR. EUGENIA A. BAUTISTA	DENR-R8, TACLOBAN CITY	053 832 0608

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.



MARIANE U. DELA PEÑA

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU ID

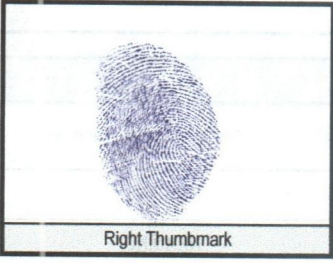
ID/License/Passport No.: V01114

Date/Place of Issuance: July 1, 2018

Signature (Sign inside the box)

January 9, 2024

Date Accomplished



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

ATTY. BASIL C. GUINOCOR

VSU 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 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: 2021-present
- Position: Instructor 1
- Name of Office/Unit: Department of Development Communication
- Immediate Supervisor: Dr. Ulderico B. Alviola
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught DevC 122, 134, 130, 149, and Media and Information Literacy (MIL)
 - Served as Thesis Adviser (3 students) and SRC member to graduating undergraduate students.
 - Served as Department-based Guidance Facilitator (DBGF).
 - Served as the adviser of the Development Communicators' Society (DECSO) and the newly founded and accredited VSU Students Broadcasting Circle (SBC).
 - Served as assistant enrollment focal person.
 - Served as a member in research and extension projects of the department.
- Summary of Actual Duties
 - Teach classes as assigned by the department.
 - Involved in research and extension projects of the department.
 - Advised students as thesis adviser, SRC member, DBGF, and organization adviser.
 - Perform other functions assigned by the supervisor.

MARIANE U. DELA PENA

(Signature over Printed Name
of Employee/Applicant)

Date: 01/01/24