

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. GS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MENDOZA		
FIRST NAME	MICHAEL	JR.	
MIDDLE NAME	GASPAN		
3. DATE OF BIRTH (mm/dd/yyyy)	09/20/1986	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	ORMOC CITY	If holder of dual citizenship, please indicate the details.	Philippines
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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street JUATON Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province
7. HEIGHT (m)	1.64	ZIP CODE	6541
8. WEIGHT (kg)	65		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street JUATON Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province
10. GSIS ID NO.	n/a	ZIP CODE	6541
11. PAG-IBIG ID NO.	121162657995		
12. PHILHEALTH NO.	12-051478201-1		
13. SSS NO.	06-2879038-1	19. TELEPHONE NO.	n/a
14. TIN NO.	259-713-831	20. MOBILE NO.	09187996115
15. AGENCY EMPLOYEE NO.	n/a	21. E-MAIL ADDRESS (if any)	micmen.kai@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NONE	NAME EXTENSION (JR., SR)	NONE	NONE
MIDDLE NAME	NONE			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	MENDOZA			
FIRST NAME	MICHAEL	SR.		
MIDDLE NAME	SAGALES			
25. MOTHER'S MAIDEN NAME				
SURNAME	GASPAN			
FIRST NAME	MARIETTA			
MIDDLE NAME	VENTURA			
(Continue on separate sheet if necessary)				

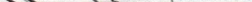
III. EDUCATIONAL BACKGROUND

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	ORMOC CITY CENTRAL SCHOOL		6/1/1994	3/1/2000	GRADUATED	2000	NONE
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL		6/1/2000	3/1/2004	GRADUATED	2004	NONE
VOCATIONAL / TRADE COURSE	SAN LORENZO RUIZ COLLEGE	BS NURSING	6/1/2004	4/1/2008	GRADUATED	2008	NONE
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY - ORMOC	BS MECHANICAL ENGINEERING	6/1/2010	4/1/2015	GRADUATED	2015	NONE
GRADUATE STUDIES	EASTERN VISAYAS STATE UNIVERSITY - TACLOBAN	MASTER OF ENGINEERING IN MECHANICAL ENGINEERING	4/1/2018	PRESENT	30 UNITS	ONGOING	NONE
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		AUGUST 14, 2019		

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	NURSING LICENSURE EXAMINATION		11/30/2008	TACLOBAN CITY, LEYTE	 0554566	NOT RENEWED
	MECHANICAL ENGINEERING LICENSURE EXAMINATION		9/27/2015	CEBU CITY, CEBU	0089605	9.20.2021
	PROFESSIONAL DRIVER'S LICENSURE EXAMINATION		7/11/2018	PALOMPON, LEYTE	H03-10-000603	9.20.2023

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	
		AUGUST 14, 2019	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC, GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION				
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK
		From	To	
	PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS - ORMOC KANANGA CHAPTER	10/1/2015	PRESENT	MEMBER

(Continue on separate sheet if necessary)










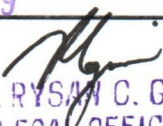
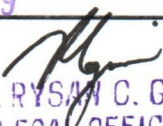
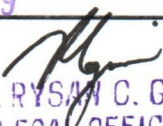
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED					
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)					
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)
		From	To		
	CONSTRUCTION OCCUPATIONAL SAFETY AND HEALTH	JAN. 14, 2019	JAN. 18, 2019	40	TECHNICAL
	BIOGAS PRODUCTION UTILIZING VEGETABLE WASTE	10/17/2018	10/20/2018	32	TECHNICAL
	PROJECT INFORMATION MANAGEMENT SYSTEM				TECHNICAL
	ENGINEERING DESIGN OPTIMIZATION - INDUSTRIAL CARBON REDUCTION				TECHNICAL
	THERMAL REDUCTION GASIFICATION TO HYDROGEN AND ELECTRICITY				TECHNICAL
	ENHANCED INTERNAL HEAT COLLECTORS FOR SOLAR STILL				TECHNICAL
	THE DIGITAL MEACHANICAL ENGINEER - NEXT GEN ENGINEERS				TECHNICAL
	PREDICTIVE MAINTENANCE USIGN VIBRATION ANALYSIS OF ROTATING M/C				TECHNICAL
	AIRCONDITIONING SYSTEM DESIGN FOR WATER FAB CLEANROOM				TECHNICAL
	ENERGY SAVINGS USING VARIABLE SPEED DRIVE SYSTEM				TECHNICAL
	MEANS OF EGRESS OF LIFE SAFETY CODE				TECHNICAL
	DESIGN AND INSTALLATION OF FOAM WATER FIRE PROTECTION SYSTEM				TECHNICAL
	SYLLABUS MAKING - OUTCOMES BASED EDUCATION	JULY 2018	SEPT. 2018	48	TECHNICAL
	AUTOMOTIVE SERVICING AND MAINTENANCE - FORD	DEC. 2017	DEC. 2017	240	TECHNICAL
	ADVANCE TECHNICAL DRIVING - FORD			40	TECHNICAL
	BASIC LEADERSHIP TRAINING	JAN. 2017	FEB. 2017	24	TECHNICAL
	ADVANCE SOLDERING TRAINING			40	TECHNICAL
	COMPUTER AIDED DRAFTING - SOLIDWORKS			240	TECHNICAL

(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)
Ultimate Frisbee		Philippine Society of Mechanical Engineers
Automotive Maintenance		
Automotive Driving		
CAD - Solidworks		
Computer Maintenance and Upgrade		
Technical Design and Computations		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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 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>ENGR. JHONREY SARDIDO</td><td>ISABEL, LEYTE</td><td>9675048150</td></tr><tr><td>ENGR. NEIL SEREÑO</td><td>NAVAL, BILIRAN</td><td>9068751539</td></tr><tr><td>ENGR. LILIBETH AMADOR</td><td>NAVAL, BILIRAN</td><td>9302648815</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ENGR. JHONREY SARDIDO	ISABEL, LEYTE	9675048150	ENGR. NEIL SEREÑO	NAVAL, BILIRAN	9068751539	ENGR. LILIBETH AMADOR	NAVAL, BILIRAN	9302648815
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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.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC ID</td></tr><tr><td>ID/License/Passport No.: 0089605</td></tr><tr><td>Date/Place of Issuance: 10/10/2018 - ORMOC CITY</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: PRC ID	ID/License/Passport No.: 0089605	Date/Place of Issuance: 10/10/2018 - ORMOC CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>AUGUST 14, 2019</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	AUGUST 14, 2019	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this 29 AUG 2019, 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>VS. LEGAL OFFICER</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR	VS. 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: June 2018 – July 2019
- Position: Contractual Instructor (BSME)
- Name of Office/Unit: Mechanical Engineering Department
- Immediate Supervisor: Engr. Ramon L. Pitao, Jr.
- Name of Agency/Organization and Location: College of Enigneering, Biliran Province State University, P. Inocentes St., Naval, Biliran.
- List of Accomplishments and Contributions (if any)
 - Provided quality instruction for the BSME program of BiPSU
 - Helped in obtaining AACUP level 2, reaccredited status for the BSME program
 - Provided trainings for Mechanical Engineering CAD designs using Solidworks for patenting requirements.
- Summary of Actual Duties
 - Develops syllabi that clearly outline the course requirements, rationale, goals and objectives. Submits digital copies of syllabi and course handouts to the Office of Academic Affairs each semester.
 - Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course
 - Teaches courses according to the Commission on Higher Education CMO No. 97. S.2017.
 - Creates learning environment that encourages student involvement and participation.
 - Documents student's attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to final grade.
 - Provides a minimum of 37.5 hours of instructional hours for each 3-unit class.
 - Submits course grades to the Registrar's Office by the assigned date.
 - Is accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success, and life goals.


MICHAEL G. MENDOZA, JR., ME
 (Signature over Printed Name
 of Employee/Applicant)

Date: 19 - AUG - 2019