

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	BANDALAN		
FIRST NAME	MARCHO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PEREZ		
3. DATE OF BIRTH (mm/dd/yyyy)	3/1/1977	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	BAYBAY CITY, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.72 m	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BRGY. SAN ISIDRO
8. WEIGHT (kg)	72 kgs.	ZIP CODE	Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
9. BLOOD TYPE	Type "O"	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. SAN ISIDRO
10. GSIS ID NO.	02003470278	ZIP CODE	Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
11. PAG-IBIG ID NO.	1700-0031-4827	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-200596505-9	20. MOBILE NO.	09954338968
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	marchobandalan@gmail
14. TIN NO.	183-871-541		
15. AGENCY EMPLOYEE NO.	V000569		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BANDALAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CHYRIL	NAME EXTENSION (JR., SR)	MARIELLE F. BANDALAN	1/11/2001
MIDDLE NAME	FERNANDEZ		FAITH ANDRIELLA F. BANDALAN	9/7/2002
OCCUPATION	TEACHER		MARCO NARCISAN F. BANDALAN	4/17/2006
EMPLOYER/BUSINESS NAME	DEPARTMENT OF EDUCATION			
BUSINESS ADDRESS	BAYBAY 1 DISTRICT, BAYBAY CITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	BANDALAN			
FIRST NAME	ANTONIO (DECEASED)	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CALUNGSOD			
25. MOTHER'S MAIDEN NAME	PEREZ			
SURNAME	ANATOLIA (DECEASED)			
FIRST NAME	TABUDLONG			
MIDDLE NAME			(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	BAYBAY NORTH CENTRAL SCHOOL	PRIMARY	1982	1988	N/A	1988	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1988	1992	N/A	1992	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	1992	2000	N/A	2000	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	August 29, 2023

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
-----------	---

DATE _____

August 29, 2023

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		
	SAN ISIDRO YOUTH ASSOCIATION (SIYA)	1998	1999	N/A	PRESIDENT
	COUPLES FOR CHRIST	2000	PRESENT	N/A	MEMBER
	LUNGSOD BATOK SALA-UD (LUBAS)	2010	PRESENT	N/A	MEMBER
	CIVIC WELFARE TRAINING SERVICE (CWTS)	2004	2005	N/A	COORDINATOR
	KNIGHTS OF COLUMBUS (KC)	2014	PRESENT	N/A	CHOIR GUITARIST
	MATALOM BAYBAY BATO HILONGOS HINDANG INOPACAN PROFESSIONAL SPORTS ORGANIZATION (MABBAHIPPO)	2013	PRESENT	N/A	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)

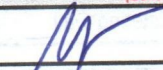
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ELECTRICAL INSTALLATION & MAINTENANCE	7/16/2012	7/16/2012	8 HOURS	TECHNICAL	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
	TRAINING ON BASIC ICT SKILLS	5/7/2009	5/8/2009	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	TOTAL QUALITY MANAGEMENT TRAINING	11/13/2009	11/14/2009	16 HOURS	MANAGERIAL	VISAYAS STATE UNIVERSITY
	CIVIC WELFARE TRAINING SERVICE (CWTS)	2004	2005	N/A	SUPERVISORY	NATIONAL SERVICE TRAINING PROGRAM
	WEED SCIENCE SOCIETY OF THE PHILIPPINES	10/6/1998	10/6/1998	N/A	TECHNICAL	FERTILIZER AND PESTICIDE AUTHORITY
	SEMINAR ON FIRE PREVENTION AND SAFETY AWARENESS	4/25/2013	4/25/2013	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	PUBLIC ACCOUNTABILITY, CUSTOMER SERVICE AND PMS-OPES	1/19/2010	1/19/2010	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	FIRE PREVENTION SEMINAR	9/21/2012	9/21/2012	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	LSU-CDC MEMBERSHIP SEMINAR	1/30/2010	1/30/2010	8 HOURS	COOPERATIVE	VISAYAS STATE UNIVERSITY
	FULL LENGTH TRAINING ON R.A. 9184 & IRR	9/6/2017	9/8/2017	24 HOURS	MANAGERIAL	DBM TACLOBAN
	TARGET SETTING SEMINAR	8/20/2018	8/21/2018	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	HANDS-ONLY CARDIOPULMONARY RESUSCITATION	7/21/2022	7/22/2018	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	COA (Property and Supply Management System)	7/17/2022	7/20/2022	32 Hours	MANAGERIAL	Candahug, Palo, Leyte
	ISO 9001:2015 Awareness/ Re-awareness Seminar	8/30/2022	8/31/2022	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	POAP (Towards Effective Managerial Competencies)	8/22/2023	8/25/2023	32 Hours	MANAGERIAL	Boracay Island, Malay Aklan

(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)
	DRIVING		BASKETBALL WOMENS VARSITY TEAM (3 YRS. ASSISTANT COACH)		LUBAS (LUNGSOD BATOK SALAUD)
	TYPING AND COMPUTER OPERATION		CIVIC WELFARE TRAINING SERVICE (cwts)		KNIGHTS OF COLUMBUS
	COACHING BASKETBALL TEAMS				MABBAHIPPO (MATALOM BAYBAY BATO HILONGOS HINDANG INOPACAN
	PLAYING BASKETBALL				
	PLAYING TENNIS				
	PLAYING GUITAR AND PIANO				
	CYCLING				

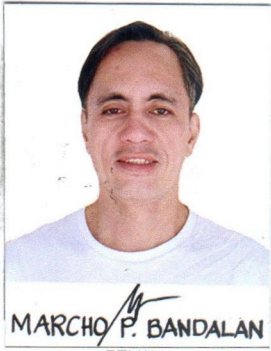
(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 29, 2023
-----------	---	------	-----------------

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: Date Filed: _____ 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)		
NAME	ADDRESS	TEL. NO.
DR. ELWYN JAY YU	VSU, VISCA BAYBAY CITY, LEYTE	565-0600-1047
DR. GUIRALDO C. FERNANDEZ	VSU, VISCA BAYBAY CITY, LEYTE	565-0600-1001
ATTY. RYSAN GUINOCOR	VSU, VISCA BAYBAY CITY, LEYTE	565-0600-1072

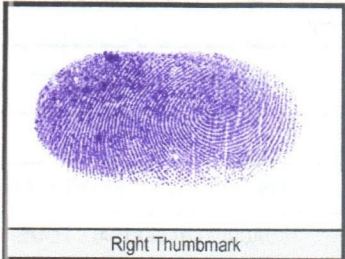
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



MARCHO P. BANDALAN

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	Driver's License
ID/License/Passport No.:	HO3-95-021464
Date/Place of Issuance:	BAYBAY CITY

Signature (Sign inside the box)
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this <u>18 SEP 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.	
<div></div> <div>ATTY. RYSAN C. GUINOCOR 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: April 1, 2015-Present
- Position: Administrative Aide IV
- Name of Office/Unit: SUPPLY PROPERTY OFFICE
- Immediate Supervisor: ALICIA M. FLORES
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY (Brgy. Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Conducted Physical Inventory twice a year
 - Submitted RSMI once a month to Accounting and COA respectively
 - Registered VSU Vehicles
- Summary of Actual Duties
 - Manages and Supervises the over-all operation of SPO Warehouse for the construction materials.
 - Temporarily in-charge of the Registration

- Duration: Nov. 4, 2011 – March 31, 2015
- Position: Administrative Aide III
- Name of Office/Unit: General Services Division
- Immediate Supervisor: Engr. Nestor M. Israel
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY (Brgy. Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Conducted Physical Inventory twice a year
 - Maintained and Monitored stocks through stock cards
- Summary of Actual Duties
 - Manages and Supervises the over-all operation of SPO Warehouse for the construction materials.
 - Receives, checks, records and arrange systematically supplies and materials in the warehouse

- Duration: Nov. 5, 2007 – Nov. 3, 2011
- Position: Administrative Aide III
- Name of Office/Unit: General Services Division
- Immediate Supervisor: Engr. Nestor M. Israel
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY (Brgy. Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)

- Conducted Physical Inventory twice a year
 - Maintained and Monitored stocks through stock cards
 - Transformed and converted an empty abandoned building into Additional and extension warehouse for construction materials
- Summary of Actual Duties
 - Manages and Supervises the over-all operation of SPO Warehouse for the construction materials.
 - Receives, checks, records and arrange systematically supplies and materials in the warehouse

MARCO P. BANDARAN

(Signature over Printed Name
of Employee/Applicant)

Date: 8/29/23