

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	UNAJAN		
FIRST NAME	MAGDALENE	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	CESAR		
3. DATE OF BIRTH (mm/dd/yyyy)	5/26/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	LOAY, BOHOL	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" 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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street SITIO NANGKA KILIM Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6521
8. WEIGHT (kg)	60	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK NANGKA CALVARIO Subdivision/Village Barangay LOAY BOHOL City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6303
10. GSIS ID NO.	81052600375	19. TELEPHONE NO.	+63-53-563-1318
11. PAG-IBIG ID NO.	1700-0029-6190	20. MOBILE NO.	+63-917-1541-530
12. PHILHEALTH NO.	190901111573	21. E-MAIL ADDRESS (if any)	magdalene.unajan@vsu.edu.ph
13. SSS NO.	0623191655		
14. TIN NO.	928-833-526		
15. AGENCY EMPLOYEE NO.	V000525		

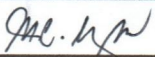
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	UNAJAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RODERICK	NAME EXTENSION (JR., SR) NA	NA	
MIDDLE NAME	MAR			
OCCUPATION	CLERK			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	053-563-7636			
24. FATHER'S SURNAME	CESAR			
FIRST NAME	DELFIN	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	LADAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARAZO			
FIRST NAME	TARCELA			
MIDDLE NAME	ABSORDO		(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	SENATE PRES. PRO TEMPORE JOSE A. CLARIN MEMORIAL SCHOOL	ELEMENTARY	6/1/1988	4/1/1994	Graduated	1994	Valedictorian
SECONDARY	HOLY TRINITY ACADEMY	SECONDARY	6/1/1994	4/1/1998	Graduated	1998	1st Hon Mention
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	CEBU INSTITUTE OF TECHNOLOGY - UNIVERSITY	BS IN INFORMATION TECHNOLOGY	6/1/1998	4/1/2003	Graduated	2003	Cum Laude
GRADUATE STUDIES	TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES- QUEZON CITY	DOCTOR IN INFORMATION TECHNOLOGY	3/1/2016	—	24 units	NA	CHED K-12

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 13, 2019	CS FORM 212 (Revised 2017), Page 1 of 4
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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)

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[illegible]

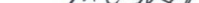
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

	MEMBERSHIP IN ASSOCIATION OR ORGANIZATION
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31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PC OPERATION	N/A	Philippine eLearning Society (PeLS)
PROGRAMMING	N/A	Philippine Schools, Universities, and Colleges Computer Education and Systems Society (PSUCCESS)
DRAWING / SKETCHING	N/A	Philippine Society of Information Technology Educators (PSITE) VIII
		Institute of Computer Engineers of the Philippines (ICPEP)
		International Association of Engineers (IAENG)
		Association of Education Researchers and Trainers

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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ Finished 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?	<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: _____
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: _____

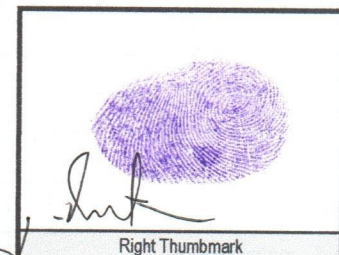
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Winston M. Tabada	DCST, Visayas State Univeristy, Baybay, Leyte	09175489956
Larmie S. Feliscuzo	College of Computer Studies, Cebu Institute of Technology - University, Cebu City	09333664843
Rhoderick D. Malangsa	CCSIT, Southern Leyte State University, Sogod, So. Leyte	09051160924
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.		



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 Employee ID
ID/License/Passport No.:	V000525
Date/Place of Issuance:	January 2, 2010

Signature (Sign inside the box)	
November 13, 2019	
Date Accomplished	



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

NOV 18 2019

, at _____, a Notary Public duly sworn and holding a valid government ID as indicated above.

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Page No. 61 ;
Book No. 244 ;
Series of 2019

ATTY. EDEN B. CHAVEZ-BUTAWAN
Notary Public for the Philippines, Baybay, Leyte
N.C. No. B-19-01-04, February 6, 2019
Until December 31, 2020
R. Magsaysay Avenue, Baybay City, Leyte
PTR No. 2765614-01/03/19
IBP No. 067018-01/11/19
TIN No. 201-623-029
Roll No. 42391
MCLE Compliance No. VI-0011113

Person Administering Oath