

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	MUAÑA		
FIRST NAME	ROGER	NAME EXTENSION (JR., SR) SENIOR	
MIDDLE NAME	TORCINO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/03/1973	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	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Pls. indicate country:	
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	
7. HEIGHT (m)	1.63	House/Block/Lot No.	Street
8. WEIGHT (kg)	64	SITIO LONON	SAN ISIDRO
9. BLOOD TYPE	"O"	Subdivision/Village	Barangay
10. GSIS ID NO.	021-1942-5911-4	BAYBAY	LEYTE
11. PAG-IBIG ID NO.	915232591031	City/Municipality	Province
12. PHILHEALTH NO.	13-0500062862-7	ZIP CODE	6521-A
13. SSS NO.	06-2325840-4	18. PERMANENT ADDRESS	
14. TIN NO.	286-657-374	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	V00844	SITIO LONON	SAN ISIDRO
		Subdivision/Village	Barangay
		BAYBAY	LEYTE
		City/Municipality	Province
		ZIP CODE	6521-A
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09263177821
		21. E-MAIL ADDRESS (if any)	NONE

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MUAÑA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELMA	REGINNE D. MUAÑA	06/11/2002
MIDDLE NAME	DALANON	SARAH JEAN D. MUAÑA	07/08/2005
OCCUPATION	HOUSEWIFE	CHARISE D. MUAÑA	03/01/2013
EMPLOYER/BUSINESS NAME	N/A	CHARLINE D. MUAÑA	12/08/2016
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	MUAÑA		
FIRST NAME	TOMAS	NAME EXTENSION (JR., SR) SENIOR	
MIDDLE NAME	BASARTE		
25. MOTHER'S MAIDEN NAME			
SURNAME	TORCINO		
FIRST NAME	ANGELITA		
MIDDLE NAME	SURINGA		

(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	CARLOS P. GARCIA ELEMENTARY SCHOOL	PRIMARY EDUCATION	1980	1986	Graduated	1986	NONE
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1986	1990	Graduated	1990	NONE
VOCATIONAL / TRADE COURSE	CONCORD TECHNICAL INSTITUTE	AUTOMOTIVE MECHANIC	1993	1994	Graduated	1994	NONE
COLLEGE	NONE						
GRADUATE STUDIES	NONE						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/22
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[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE	
1. Name of Employer	
2. Position Held	
3. Dates of Employment	
4. Description of Duties and Responsibilities	
5. Name of Supervisor	
6. Date of Reference	
7. Contact Information	
8. Comments	

[illegible]

(Continue on separate sheet if necessary)

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DATE J00H32 1



[illegible]

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

[illegible]

#### VIII. OTHER INFORMATION

[illegible]

		(Continue on separate sheet if necessary)	
SIGNATURE		DATE	03-21-22

03-21-22



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

If YES, give details:

☐ 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:

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. HENRY Y. GOLTIANO	VISAYAS STATE UNIVERSITY	9086866102
MS. ALICE FLORES	VISAYAS STATE UNIVERSITY	9176341430

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: DRIVER'S LICENSE

ID/License/Passport No.: G01-94-179776

Date/Place of Issuance: BAYBAY CITY, LEYTE

Signature (Sign inside the box)

Date Accomplished 03-21-22

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 07 APR 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN L. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath

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