

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	Merafuentes		
FIRST NAME	Andrew	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Caberos		
3. DATE OF BIRTH (mm/dd/yyyy)	01/02/1998	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	Hiloctogan Kananga Leyte	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	Modina Boarding House House/Block/Lot No. Street Upper Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.70	18. PERMANENT ADDRESS	House/Block/Lot No. Street Lower Poblacion Hiluctogan Subdivision/Village Barangay KANANGA LEYTE City/Municipality Province ZIP CODE 6531
8. WEIGHT (kg)	72.00		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	2005804536		
11. PAG-IBIG ID NO.	1212554181		
12. PHILHEALTH NO.	132506065139	19. TELEPHONE NO.	N/A
13. SSS NO.	0643336717	20. MOBILE NO.	939-134-7145
14. TIN NO.	382204537	21. E-MAIL ADDRESS (if any)	andrew.merafuentes@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V01215		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Merafuentes			
FIRST NAME	Rogelio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Pepito			
25. MOTHER'S MAIDEN NAME	Luciana Urdaneza Caberos			
SURNAME	Merafuentes			
FIRST NAME	Luciana			
MIDDLE NAME	Caberos			

(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	Hiluctogan Elementary School	Elementary	2004	2010	N/A	2010	N/A
SECONDARY	Lim-ao National High School	High School	2010	2014	N/A	2014	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Mechanical Engineering	2014	2019	N/A	2019	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/06/2023
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IV. CIVIL SERVICE ELIGIBILITY	
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[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	07/06/2023
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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		
	Lim-ao National High School Lim-ao, Kananga, Leyte	06/30/2022	06/30/2022	4	Commencement Exercises Guest Speaker
(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			
	9th PSME Visayas Regional Conference	06/20/2023	06/23/2023	20	Technical	PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS, INC. (PSME)
	Construction Project Management 101: Latest Trends and Best Practices for Managing Projects in 2023	04/02/2023	04/02/2023	3	Technical	MST Connect Educational Consultancy
	How to Read and Interpret Construction Drawing and Specifications	03/29/2023	03/29/2023	4	Technical	MST Connect Educational Consultancy
	Status of and Road Ahead for Philippine Agri-Fisheries Mechanization: Focus on the Single-Cylinder Engines (SCE)*	03/23/2023	03/23/2023	3	Technical	University of the Philippines Center for Integrative and Development Studies
	DME Research and Extension Proposal Writeshop 2023	02/22/2023	02/22/2023	6	Research	College of Engineering and Technology, Visayas State University
	College of Engineering and Technology Strategic Planning and Research, Development, and Extension Agenda Setting Workshop 2022	06/16/2022	06/17/2022	12	Research	College of Engineering and Technology - Visayas State University
	Machinery and IoT Training Based on Simulation Technology in Industry 4.0	06/13/2022	06/13/2022	3	Technical	Metals Industry Research and Development Center - DOST
	Webiserye on Machine Shop Operations: Milling Operations	05/31/2022	05/31/2022	3	Technical	Metals Industry Research and Development Center - DOST
	Principles of Occupational Safety	05/26/2022	05/26/2022	3	Technical	Metals Industry Research and Development Center - DOST
	Workshop on Fabrication of Foot Actuated Mechanical Alcohol Dispenser	01/20/2022	01/20/2022	8	Technical	Department of Mechanical Engineering, Visayas State University
	Visayas State University E-Learning Environment Training - Workshop Series	12/18/2020	12/18/2020	8	Instruction	Visayas State University
	Department of Mechanical Engineering Research and Extension Proposal Writing Workshop	11/18/2020	11/18/2020	8	Research	Visayas State University
(Continue on separate sheet if necessary)						




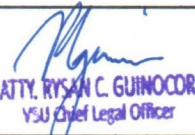
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	AUTOCAD SKILLS		ON-TIME Submission of Final Grades		Pambansang Samahan ng Inhenyero Mekanikal
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills		Outsanding Teacher		Philippine Society of Mechanical Engineers
	Can play different musical instruments such as: Violin, Viola, Cello, Double Bass, Piano & Alto Sax.		Plaque of Recognition		VSU-FA
					VSU - CREDIT COOPERATIVE 2002 - PRESENT
					VSU Alumni Association
					Gospel of the Living Christ Evangelical Ministries Fellowship Incorporated
PLEASE SEE ATTACHMENT A					
(Continue on separate sheet if necessary)					

SIGNATURE		DATE	07/06/2023
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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)?	<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)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Jundy R. Castil</td><td>Apartment No. 1, Visayas State University</td><td>09124147540</td></tr><tr><td>Kenneth B. Oraiz</td><td>Brgy. Pangasugan, Baybay City, Leyte</td><td>09617962057</td></tr><tr><td>Ronard G. Paña</td><td>Brgy. Pangasugan, Baybay City, Leyte</td><td>09461949981</td></tr></table>		NAME	ADDRESS	TEL. NO.	Jundy R. Castil	Apartment No. 1, Visayas State University	09124147540	Kenneth B. Oraiz	Brgy. Pangasugan, Baybay City, Leyte	09617962057	Ronard G. Paña	Brgy. Pangasugan, Baybay City, Leyte	09461949981
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Ronard G. Paña	Brgy. Pangasugan, Baybay City, Leyte	09461949981											
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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b></div> <div>Government Issued ID: <b>PASSPORT</b></div> <div>ID/License/Passport No.: <b>P2976550C</b></div> <div>Date/Place of Issuance: <b>01/19/2023 / DFA Tacloban</b></div>	<div></div> <div>Signature (Sign inside the box)</div> <div>07/06/2023</div> <div>Date Accomplished</div>												
<div> <b>ANDREW MERRAFUENS</b></div> <div> Right Thumbmark</div>													
SUBSCRIBED AND SWORN to before me this <b>18 SEP 2023</b> , affiant exhibiting his/her validly issued government ID as indicated above.													
<div> <b>ATTY. RYAN C. GUINOCOR</b> YSU Chief Legal Officer</div> <div>Person Administering Oath</div>													



[illegible]

07/06/2023

### 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: September 11, 2020 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Mechanical Engineering (DME)
- Immediate Supervisor: Ronard G. Paña
- Name of Agency/Organization and Location: Visayas State University – VisCA, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  1. **Produced Instructional Materials for subjects taught during the academic years 2020-2021 and 2021-2022.**
  2. **Contributed to the first Mechanical Engineering Review for graduating students.**
  3. **Made a significant contribution to the AACCUP Level I accreditation of the Department of Mechanical Engineering.**
  4. **Produced Instructional Materials for subjects taught during the academic year 2022-2023.**
  5. **Made a significant contribution for the preparation of documents for COPC on May 2023.**
  
- Summary of Actual Duties
  1. **Prepares Learning Guides, Powerpoint presentations, quizzes, and major examinations for all subjects undertaken.**
  2. **Prepares Course Syllabi and TOS for all subjects undertaken.**
  3. **Conducts face to face classes for all subjects undertaken.**
  4. **Conducts class consultations for students who have concerns and clarifications regarding the subject.**
  5. **Conducts consultation for student thesis as chairman and member of the Student Research Committee.**
  6. **Acts as academic adviser for Mechanical Engineering students (batch 2020).**
  7. **Acts as the adviser of the Philippine Society of Mechanical Engineers – VSU Student Unit for the academic years 2020-2023.**

  
ANDREW C. MERAFUENTES

(Signature over Printed Name  
of Employee/Applicant)

Date: JULY 7, 2023