

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	CERNA		
FIRST NAME	MIZAEAL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BEDAYO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/16/1970	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	HILONGOS, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	529 C JOSE ABAD SANTOS ST. House/Block/Lot No. Street ZONE 6 PATERNO M. TAN, SR. Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	161 cm.	ZIP CODE	6521
8. WEIGHT (kg)	74		
9. BLOOD TYPE	"O"		
10. GSIS ID NO.	006-0017-6718-4		
11. PAG-IBIG ID NO.	17-00-00245667	18. PERMANENT ADDRESS	529 C JOSE ABAD SANTOS ST. House/Block/Lot No. Street ZONE 6 PATERNO M. TAN, SR. Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
12. PHILHEALTH NO.	13-000015269-3	ZIP CODE	6521
13. SSS NO.	0617939857	19. TELEPHONE NO.	NONE
14. TIN NO.	142-744-804	20. MOBILE NO.	0919-8187089
15. AGENCY EMPLOYEE NO.	V000589	21. E-MAIL ADDRESS (if any)	mizael.cerna@yahoo/mizael.cerna@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CERNA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	VILMA	NAME EXTENSION (JR., SR) N/A	CARYL VIM S. CERNA	2/10/1996
MIDDLE NAME	SABIJON		DENZEL JIM S. CERNA	4/29/1997
OCCUPATION	BRGY. TREASURER			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	CERNA			
FIRST NAME	FRANCISCO (DECEASED)	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DATIG			
25. MOTHER'S MAIDEN NAME				
SURNAME	BEDAYO			
FIRST NAME	PURIFICACION (DECEASED)			
MIDDLE NAME	PILAPIL			

(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 EDUCATION	1978	1984	N/A	1984	NONE
SECONDARY	BAYBAY HIGH SCHOOL	HIGH SCHOOL	6/6/1905	1988	N/A	1988	NONE
VOCATIONAL / TRADE COURSE	HILONGOS NATIONAL VOCATIONAL SCHOOL	DRAFTING	1989	1991	N/A	1991	NONE
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BS AGRICULTURAL ENGINEERING	1988	1989	1st Year	N/A	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	
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IV. CIVIL SERVICE ELIGIBILITY							
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		
NONE	NONE	NONE	NONE	NONE	NONE		
(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.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2018	PRESENT	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	11914.00	3-1	PERMANENT	YES
1/1/2016	12/31/2016	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10883.00	3-1	PERMANENT	YES
8/3/2015	12/31/2015	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10401.00	3-1	PERMANENT	YES
1/1/2014	8/2/2015	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	10400.34	3-1	CASUAL	YES
7/1/2013	12/31/2013	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	9628.08	3-1	CASUAL	YES
1/1/2011	6/30/2013	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	8853.90	3-1	CASUAL	YES
1/1/2010	12/31/2010	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	8079.94	3-1	CASUAL	YES
7/1/2008	12/31/2009	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	7307.08	3-1	CASUAL	YES
7/1/2007	6/30/2008	ADMINISTRATIVE AIDE III	VISAYAS STATE UNIVERSITY	6642.90	3-1	CASUAL	YES
1/1/2005	6/30/2007	ADMINISTRATIVE AIDE III	LEYTE STATE UNIVERSITY	6039.00	3-1	CASUAL	YES
1/1/2002	12/31/2004	ILLUSTRATOR I	LEYTE STATE UNIVERSITY	6039.00		CASUAL	YES
7/1/2001	12/31/2001	ILLUSTRATOR I	LEYTE STATE UNIVERSITY	6039.00		CASUAL	YES
1/1/2001	6/30/2001	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	5751.02		CASUAL	YES
1/1/2000	12/31/2000	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	5751.02		CASUAL	YES
1/1/1999	12/31/1999	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	5228.08		CASUAL	YES
1/1/1988	12/31/1998	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	5228.08		CASUAL	YES
1/1/1997	12/31/1997	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	5228.08		CASUAL	YES
1/1/1996	12/31/1996	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	4955.94		CASUAL	YES
1/1/1996	6/30/1996	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	4955.94		CASUAL	YES
1/1/1995	12/31/1995	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	3596.04		CASUAL	YES
1/1/1994	12/31/1994	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	2956.36		CASUAL	YES
7/16/1993	12/31/1993	ILLUSTRATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE	2156.00		CASUAL	YES
7/1/1991	6/30/1993	SCIENCE AIDE/ILLUSTRATOR	VISAYAS STATE COLLEGE OF AGRICULTURE	2156.00		CASUAL	YES
(Continue on separate sheet if necessary)							
SIGNATURE		DATE					

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		
	NONE	NONE	NONE	NONE	NONE

(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)


[illegible]

(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)
	PAINTING		NONE		ADMINISTRATIVE PERSONNEL ASSOCIATION (ADPA)
	PHOTOGRAPHY				BANAAG VISUAL ARTS GROUP, VSU (ADVISER)
	SKETCHING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/10/2010
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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)?

☐ 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. MYRNA M. AVILA	VSU, VISCA, BAYBAY CITY, LEYTE	563-7293
PROF. MARIA AURORA TERESITA W. TABADA	VSU, VISCA, BAYBAY CITY, LEYTE	563-7646
DR. BUENAVENTURA B. DARGANTES	BAYBAY CITY, LEYTE	335-2693


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.



Signature (Sign inside the box)

7/28/19

Date Accomplished



Right Thumbmark

MITCHELL B. CERNIA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VISAYAS STATE UNIVERSITY

ID/License/Passport No.: V000589

Date/Place of Issuance: 1/2/2010, BAYBAY CITY, LEYTE

Signature (Sign inside the box)

7/28/19

Date Accomplished

SUBSCRIBED AND SWORN to before me this 08 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

Signature

ATTY. RYSAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

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