CS Form No. 212	1							
Revised 2017	PERSO	NAL DAT	'A SI	HEE	T			
WARNING: Any misrepresent	tation made in the Personal Data Sheet and th	e Work Experience Sheet s	hall cause the	filing of ad	ministrativ	e/criminal case/s	against the p	person
READ THE ATTACHED GUIDE	E TO FILLING OUT THE PERSONAL DATA SHE	ET (PDS) BEFORE ACCOM	PLISHING THE					
Print legibly. Tick appropriate boxe	es (and use separate sheet if necessary. Indicate	N/A if not applicable. DO NOT A	ABBREVIATE.		1. CS ID N	0.	(Do not fill up	o. For CSC use o
I. PERSONAL INFORMATI 2. SURNAME								
	Luna		-			Turne systematics		
FIRST NAME	Meriam					NAME EXTENSION (JR., SR)	
MIDDLE NAME 3. DATE OF BIRTH	Martinez							
(mm/dd/yyyy)	7/16/1972				☐ Dual Citizenship☐ Dual Citizenship☐ Dual Citizenship			
4. PLACE OF BIRTH	Ormoc City	If holder of dual citiz	renship,		Pls. indicate country:			
5. SEX	☐ Male ☑ Female	please indicate the	details.					
6 CIVIL STATUS	☐ Single ☑ Married	17. RESIDENTIAL ADDRESS	T					
	☐ Widowed ☐ Separated ☐ Other/s:		H	ouse/Block/Lot	No.		Street Bunga	
			S	ubdivision/Villa	ge		Barangay	
7. HEIGHT (m)	154 cm	Charles Table 1980 I		Baybay City/Municipalit	'y	Leyte Province		
8. WEIGHT (kg)	67 kg	ZIP CODE	6	5521	t Week		Nº 1	the sales p
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	Lir.	ouse/Block/Lot	No		Otract	
10. GSIS ID NO.	CM-3878143 (Policy) & CRN 006-0073-8331-3	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -					Street Bunga	
11. PAG-IBIG ID NO.	0801-074874-09		S	ubdivision/Villa Baybay	ge		Barangay Leyte	
12. PHILHEALTH NO.	13-000015368	ZIP CODE		City/Municipalit 6521	у		Province	
13. SSS NO.	None	19. TELEPHONE NO.	None		None	-		
14. TIN NO.	186-777-808	20. MOBILE NO.	09359953253			-		
5. AGENCY EMPLOYEE NO.	V000628	21. E-MAIL ADDRESS (if any)			meriam	una@vsu.edu	ı nh	
II. FAMILY BACKGROUND						una(c) vou.cuc	<u>р.і.</u>	
22. SPOUSE'S SURNAME	Luna		23. NAME of Ch	HILDREN (Writ	te full name ar	nd list all)	DATE OF BIE	RTH (mm/dd/yyyy
FIRST NAME	Regino	NAME EXTENSION (JR., SR)	Diana Grace M. Luna			2/25/1988		
MIDDLE NAME	Manilag	1	Lea M. Luna			9/5/1991		
OCCUPATION	Driver/Self-employed		Cindy M. Luna			12/9/1996		
EMPLOYER/BUSINESS NAME	Public Utility Vehicle		Regine M. Luna			4/6/19		
BUSINESS ADDRESS Baybay City, Leyte			Jessica M. Luna			12/24/1999		
TELEPHONE NO.	9365341622		Shaira M. Luna			9/23/2001		
24. FATHER'S SURNAME	Martinez		Dave Jha	red M. Luna	l		-	3/2009
FIRST NAME	Teodoro	NAME EXTENSION (JR., SR)					1	
MIDDLE NAME	Nodalo							
5. MOTHER'S MAIDEN NAME								
SURNAME	Erasmo					****	-	
FIRST NAME	Gloria							
MIDDLE NAME	Mendola			/C	ontinue on si	eparate sheet if neces	sarv) §	
II. EDUCATIONAL BACKG	ROUND						1 /	
6. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRI (Write in full)	EE/COURSE	PERIOD OF	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS RECEIVED
ELEMENTARY	Ormoc City Central School, Ormoc City	N.A		1979	1985	Graduated	1985	Second Honor
SECONDARY	Bunga National High School, Bunga, Baybay City, Leyte	N.A		1991	1992	Graduated	1992	Second Honor
VOCATIONAL / TRADE COURSE	N.A	N.A		N.A	N.A	N.A	N.A	N.A
COLLEGE	Franciscan College of the Immaculate Conception, Baybay City, Leyte	Junior Secretarial Co	ourse	1993	1995	Graduated	1995	N.A
	Franciscan College of the Immaculate Conception, Baybay City, Leyte	Bachelor of Science in Office	Administration	2002	2003	18 units	N.A	N.A

ato

N.A

N.A

DATE

N.A

N.A

N.A

June 20, 2022

N.A

GRADUATE STUDIES

SIGNATURE

N.A

IV. CIVIL S	ERVICE ELIG	IBILITY					,		- 1
27. CARE	27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER		RATING	DATE OF			LICENSE (if applicable)		
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMIN	MINATION / CONFERMENT		NUMBER	Date of Validity	
	CSC - TESDA Skills (Data Encoder)		76.78%	Feb. 26, 1999	Orm	oc City			
	Trade Test for Data Encoder Passed Mar. 3, 1999 Tacloban City								
			7 (2) my *1						
_									
			(C	ontinue on separate sheet if	necessary)				
	EXPERIENCE	t. Start from your recent	wort) Deceriatio						
28. INCLU	JSIVE DATES						SALARY/ JOB/ PAY		COLUT
From	m/dd/yyyy) To	POSITION TI (Write in full/Do not a		DEPARTMENT / AGENCY / OFFICE / COMP (Write in full/Do not abbreviate)		MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
7/1/2022	Present	Clerk/Administrat	ive Aide III	ODS, VSU, Visca Bay	rhay City Leyte		Galava	Casual	Υ
Aug. 26,	06/30/2022	Clerk/Administrat		OSA/USSO/ODS, VS	U, Visca Baybay, City		Salavy Ground Solavy	Casual	Y
1996 Feb. 1996	Aug. 25,	Emergency (OSA/USSO, VSU, Vis	ca Baybay, City Leyte	2,000.00/mo.	Solary Groots Solary	Emergency	Y
	1996				- Duybuy, Only Loyto	2,000.00/110.	Grade	Elliergency	'
y									
MATERIAL PROPERTY AND ADDRESS OF THE PERSON									
		-							
	-								
Q. (2' m-			·						
SIGNA	TURE	A	Ar (Co	ntinue on separate sheet if r			20 2020		
SIGNA	TORE	<u> </u>	VT"		DATE	Jur	e 20, 2022	FORM 212 (Revised 20	17). Page 2 of 4

29. NAME & ADDRESS OF C		ZATION INCLUSIVE DATES			San	and the second s	
(Write in ful)	From	/dd/yyyy)	NUMBER OF HOUR	3	POSITION / NATURE OF WORK	
None		N.A	N.A	N.A		N.A	
III. LEARNING AND DEVELOPMENT (L&D) I	(Col	ntinue on separate	sheet if necessar	y)			
Start from the most recent L&D/training program and include	N I ERVEN HONS/TRAINING PRI te only the relevant L&D/training taken for	OGRAMS ATT the last five (5) ye	ENDED ars for Division C	hief/Executive/Man	agerial positions)		
 TITLE OF LEARNING AND DEVELOPMENT INTE (Write in full) 	RVENTIONS/TRAINING PROGRAMS	ATTE	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
		From	То		Technical/etc)		
ecords Management Including HR Records control Your Records before They Control You:		July 14, 2021	July 16, 2021	24 Hrs.	Technical	Personnel Officers Association of the Philippine inc., CSC-Accredited Learning and Deviopment institution	
anagement and Records Control" (Webinar)		January	27, 2021	4 Hrs.	Technical Technical	Department of Science and Technology- Science and Technology Information Institute (DOST-ST	
rientation of the New Supply Procurement & Pr ystem (SPPMIS) via Video Conference		May 2	6, 2020	3 Hrs.			
eminar on "Enhancing SUCs' Productivity Thro lanagement"	ugh Smart and Efficient Records	Oct. 16, 2019	Oct. 18, 2019	24 Hrs.	Technical	OVPPRGEA & Supply Office Philippine Association of State Universities an Colleges	
orking Towards Personal Effectiveness		Nov. 20, 2018	Nov. 23, 2018	32 Hrs.	Technical	POAP, Inc., CSC Accredited Learning and Development Institution	
			A	=			
1 - 2 - 2 - 3		-					
	3						
	(Con	tinue on separate	sheet if necessary				
III. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES	32. NON	ON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)				33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
yping, Filing, Watching Television & Listening Music		Administrative Personnel Association					
	11 d A 11 2022						
					7		
		ontinue on separat	sheet if necessar	acusto esporante y for	DATE	June 20, 2022	
SIGNATURE	oth	M		3.6	DATE	CS FORM 212 (Revised 2017), Page	

	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Care	YES V NO , YES V NO If YES, give details:					
35.	a. Have you ever been found guilty of any administrative offe	☐ YES ☑ NO If YES, give details:					
	b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:					
	Have you ever been convicted of any crime or violation of ar any court or tribunal?	ny law, decree, ordinance or regulation by	☐ YES ☑ NO If YES, give details:				
37.	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en (abolition) in the public or private sector?	YES If YES, give details:	☑ NO				
38.	a. Have you ever been a candidate in a national or local ele Barangay election)? b. Have you resigned from the government service during the election to promote/actively campaign for a national or local.	☐ YES ☑ NO If YES, give details: ☐ YES ☑ NO If YES, give details:					
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):					
	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972) Are you a member of any indigenous group? Are you a person with disability? 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.				
Prof	. Manolo B. Loreto, Jr.	VSU, Visca Baybay City, Leyte	565-0600-1070	1==1			
Mrs.	Marwen A. Castañeda, RGC.	VSU, Visca Baybay City, Leyte	565-0600-1067				
Dr. /	Aleli A. Villocino	VSU, Visca Baybay City, Leyte	565-0600-1064				
42.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu administrative/criminal case/s against me.	nent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the ed herein.	MERIAM M. LUNA			
PL	EASE INDICATE ID Number and Date of Issuance vernment Issued ID: GSIS GSIS						
CR	N-006-0073-8331-3 9560641355013	Signature (Sign inside the bo	ix)				
Da	te/Place of Issuance: Tacloban City, Leyte		Right Thumbmark				
	SUBSCRIBED AND SWORN to before me this	ATTY. RYSANG GUINOCOR VSU Chie Legal Officer Person Administering Oath	g his/her validly issued gov	vernment ID as indicated above.			

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

 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.

<u>Leyte State University/Visayas State University</u> <u>Visca, Baybay City, Leyte</u>

- Emergency Clerk: February 1996 to August 1996 (10 days per month)
- Clerk/Administrative Aide III: August 26, 1996 Present (Casual)

- Duration: August 26, 1996 December 31, 2022
- Position: Clerk/Administrative Aide III
- · Name of Office/Unit: Office of the Dean of Students
- Immediate Supervisor: Prof. Manolo B. Loreto, Jr.
- Name of Agency/Organization and Location: Visayas State University-Main Campus
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in performing administrative services and financial/administrative documents: preparation of Payrolls, Vouchers, PPMP, PRs, Appointments, Certificates, Notice of Meetings, & other Communications;
 - Deliver an efficient & customer friendly frontline services and performs other related functions.

MERIAM M. LUNA
(Signature over Printed Name of Employee/Applicant)

Date: 6/8/2022