

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	RODERICK		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	MAR		
3. DATE OF BIRTH (mm/dd/yyyy)	11/01/1981	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	CARMEN, BOHOL	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	House/Block/Lot No. Street SITIO NANGKA KILIM Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.70 m	ZIP CODE	6521
8. WEIGHT (kg)	78 kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street FATIMA BUENAVISTA Subdivision/Village Barangay CARMEN BOHOL City/Municipality Province
10. GSIS ID NO.	2006294529	ZIP CODE	6319
11. PAG-IBIG ID NO.	1210-1248-5081		
12. PHILHEALTH NO.	19-026616915-2		
13. SSS NO.	0627502541	19. TELEPHONE NO.	(053)-563-1318
14. TIN NO.	254960426	20. MOBILE NO.	+639171304169
15. AGENCY EMPLOYEE NO.	V02091	21. E-MAIL ADDRESS (if any)	roderick.unajan@vsu.edu.ph / rodarkqatar@yahoo.com


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	MAGDALENE	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	CESAR		N/A	N/A
OCCUPATION	INSTRUCTOR		N/A	N/A
EMPLOYER/BUSINESS NAME	VISAYA STATE UNIVERSITY		N/A	N/A
BUSINESS ADDRESS	VISCA, BAYBAY, LEYTE		N/A	N/A
TELEPHONE NO.	+63-563-7068		N/A	N/A
24. FATHER'S SURNAME	UNAJAN		N/A	N/A
FIRST NAME	ANDRES	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	AUGUIS		N/A	N/A
25. MOTHER'S MAIDEN NAME	UNAJAN		N/A	N/A
SURNAME	MAR		N/A	N/A
FIRST NAME	DIOSCORA		N/A	N/A
MIDDLE NAME	BONGALON		(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	Carmen Central Elementary School	Primary Education	1988	1994	N/A	1994	N/A
SECONDARY	St. Anthony's Academy	Secondary	1994	1998	N/A	1998	N/A
VOCATIONAL / TRADE COURSE	AMA Computer Learning Center - Tagbilaran	Computer Programming and System Design	2002	2004	N/A	2005	N/A
COLLEGE	Visayas State University	BS in Computer Science	2017	2019	N/A	2019	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	June 10, 2025
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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
Civil Service Eligibility (Professional) Passer	80.87	03 27 2019	Ormoc City	328739	N/A
Driver's License	N/A	N/A	City of Baybay	J09-06-019694	11 1 2023
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A


(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						
06 3 2023	Present	Clerk/Document Controller	Institute of Human Kinetics (IHK), Visayas State University		3	Regular	Y
07 7 2022	05 3 2023	Clerk/Document Controller	College of Arts and Sciences (CAS), Visayas State University	534/day	N/A	Job Order	Y
01 8 2019	01 8 2021	Clerk/Document Controller	Dep't. of Agronomy, Visayas State University	9,656.36	N/A	Job Order	Y
06 25 2015	10 27 2016	Document Controller	L & T Company, Riyadh, Kingdom of Saudi Arabia	N/A	N/A	Contractual	N
11 27 2011	06 29 2014	Document Controller	KUKJE, Abu Dhabi, United Arab Emirates	N/A	N/A	Contractual	N
12 7 2010	05 15 2011	Document Controller	GS-E and C, Abu Dhabi, United Arab Emirates	N/A	N/A	Contractual	N
07 11 2009	03 9 2010	Document Controller	CCC, Alkhor, State of Qatar	N/A	N/A	Contractual	N
07 6 2008	07 10 2009	Document Controller	QCS Project, Alkhor, State of Qatar	N/A	N/A	Contractual	N
09 5 2007	12 2 2007	Census Enumerator	NSO, Tagbilaran City	N/A	N/A	Contractual	Y
05 11 2006	05 20 2007	Layout Artist	The Guardian Balita News Paper	N/A	N/A	Contractual	N
09 2 2005	01 15 2006	Data Encoder	DPWH, Pagadian City	N/A	N/A	Contractual	Y
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE**DATE****June 10, 2025**

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		
	IHK Community Outreach Program with the theme: "Kabataan: Paduwaon ug Lingawon" at Monterico Elementary School, Brgy. Monterico, Baybay City, Leyte	Mar-22-2024	Mar-22-2024	8 hours	Facilitator
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A

(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)

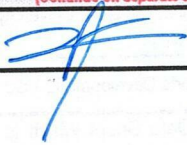
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition	Nov-20-2024	Nov-20-2024		Technical	VISAYAS STATE UNIVERSITY
	2024 VSU ISO 9001:2015 Awareness/Re-Awareness Webinar	Sep-09-2024	Sep-09-2024		Technical	VISAYAS STATE UNIVERSITY
	16 hours Seminar Workshop on Basic Records and Archives Management (BRAM)	Jul-30-2024	Jul-31-2024	16 hours	Technical	National Archive of the Philippines & Visayas State University at Convention Center
	32 Training Hours on Developing Effective Workteams (July 9-12, 2024)	Jul-09-2024	Jul-12-2024	32 hours	Technical	Personnel Officers Association of the Philippines (POAP), Costa Palawan Resort Puerto Princesa
	HRIS Software Onboarding (via Zoom)	Dec-06-2023	Dec-06-2023		Technical	VISAYAS STATE UNIVERSITY
	Unlocking Excellence: The 5s Revolution for Clerks and Heads at Visayas State University	Sep-29-2023	Sep-29-2023		Technical	VISAYAS STATE UNIVERSITY
	VSU ISO 9001:2015 Awareness/Re-Awareness Webinar	Aug-29-2023	Aug-29-2023		Technical	VISAYAS STATE UNIVERSITY
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	Feb-09-2023	Feb-09-2023		Technical	VISAYAS STATE UNIVERSITY
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	Sep-07-2022	Sep-07-2022		Technical	VISAYAS STATE UNIVERSITY
	VSU ISO 9001:2015 Awareness/Re-Awareness Seminar	Aug-30-2022	Aug-31-2022		Technical	VISAYAS STATE UNIVERSITY
	Webinar Presentation on "Document Tracking System"	Nov-13-2020	Nov-13-2020	3 hours	Technical	VISAYAS STATE UNIVERSITY
	Orientation Workshop Among JO Clerks & Laboratory Technicians	Jan-15-2019	Jan-15-2019		Technical	VISAYAS STATE UNIVERSITY
	International Society of Safety Practitioners	Feb-06-2009	Mar-06-2009	40 hours	Technical	FILCOA Compound, Doha, State of Qatar

(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)
	N/A		National Voluntary Blood Services Program - Blood Donor 27th day of August 2022, Baybay City		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 10, 2025
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25X MUL T S

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: <u>resignation</u> , 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: <u>Finished contract, and Resignation (Private)</u>
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.
Dr. ANDREW A. MAZO	IHK Head, Visayas State University	09485105847
Prof. JOSELLE R. CAYETANO	Faculty, IHK, Visayas State University, Baybay, Leyte	639176734281
Prof. FLORIFE A. GATCHALIAN	Director, Sports Development, VSU	+639175501289

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.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	Passport
ID/License/Passport No.:	P7669537A
Date/Place of Issuance:	Tacloban, Leyte

Signature (Sign inside the box)
June 10, 2025
Date Accomplished



SUBSCRIBED AND SWORN to before me this 27 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABIGAIL S. MONTERON VSU Director, Legal Affairs and Services
Person Administering Oath

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

- Duration: March 6, 2025 – Present
- Position: Document Controller/Clerk – Admin Aide III (permanent)
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Andrew A. Mazo
- Name of Agency/Organization and Location: Visayas State University, Pangasugan, Visca, Baybay City, Leyte, Philippines

- Summary of Actual Duties

- Responsible for the establishment of document control procedure.
- Ensure all submissions are submitted promptly, appropriate approval/rejection are obtained and formally recorded, and that changes and revisions are managed as part of the document control process.

- Duration: July 07, 2022 – March 3, 2023
- Position: Document Controller/Clerk - Job Order
- Name of Office/Unit: College of Arts and Sciences
- Immediate Supervisor: Ma. Theresa P. Loreto
- Name of Agency/Organization and Location: Visayas State University, Pangasugan, Visca, Baybay City, Leyte, Philippines

- Summary of Actual Duties

- Responsible for the establishment of document control procedure.
- Ensure all submissions are submitted promptly, appropriate approval/rejection are obtained and formally recorded, and that changes and revisions are managed as part of the document control process.

- Duration: January 08, 2018 – December 31, 2020
- Position: Document Controller/Clerk - Job Order
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Ulysses A. Cagasan
- Name of Agency/Organization and Location: Visayas State University, Pangasugan, Visca, Baybay City, Leyte, Philippines

- Summary of Actual Duties

- Responsible for the establishment of document control procedure.
- Ensure all submissions are submitted promptly, appropriate approval/rejection are obtained and formally recorded, and that changes and revisions are managed as part of the document control process.

- Duration: June 25, 2015 – October 27, 2016
- Position: Document Controller
- Name of Office/Unit: Larsen and Toubro Limited Company (L & T)
- Immediate Supervisor: Franco Cetrangolo
- Name of Agency/Organization and Location: Riyadh, Kingdom of Saudi Arabia

- Summary of Actual Duties

- Responsible for the establishment of document control procedure.
- Ensure all submissions are submitted promptly, appropriate approval/rejection are obtained and formally recorded, and that changes and revisions are managed as part of the document control process.

- Duration: November 27, 2011 – June 29, 2014
- Position: Planning Assistant
- Name of Office/Unit: KUKJE GS-SMP-1 Company
- Immediate Supervisor: Young Hun Kang
- Name of Agency/Organization and Location: Ruwais Refinery Division, Abu Dhabi – U.A.E.

- Summary of Actual Duties

- Responsible for the establishment of document control procedure.
- Ensure all submissions are submitted promptly, appropriate approval/rejection are obtained and formally recorded, and that changes and revisions are managed as part of the document control process.

- Duration: December 07, 2010 – May 15, 2011
- Position: Document Controller
- Name of Office/Unit: GS E & C Company (E & I Department)
- Immediate Supervisor: Chan Ho Shin
- Name of Agency/Organization and Location: Ruwais Refinery Division, U.A.E.

- Summary of Actual Duties

- Responsible for the establishment of document control procedure.
- Ensure all submissions are submitted promptly, appropriate approval/rejection are obtained and formally recorded, and that changes and revisions are managed as part of the document control process.

- Duration: July 11, 2009 – March 09, 2010
- Position: Document Controller
- Name of Office/Unit: Consolidated Contractors Group S.A.L. CCC / Teyseer Contracting Company (TCC) - Joint Venture
- Immediate Supervisor: Nabil Hariz
- Name of Agency/Organization and Location: Ras Laffan Industrial Avenue, Alkhor, State of Qatar

- Summary of Actual Duties

- Responsible for the establishment of document control procedure.
- Ensure all submissions are submitted promptly, appropriate approval/rejection are

obtained and formally recorded, and that changes and revisions are managed as part of the document control process.

- Duration: July 06, 2008 – July 10, 2009
- Position: Document Controller
- Name of Office/Unit: Consolidated Contractors Group S.A.L. CCC / Chiyoda Technip Joint Venture
- Immediate Supervisor: Nasr Megbel Ahmad
- Name of Agency/Organization and Location: Ras Laffan Industrial Avenua, Alkhor, State of Qatar
- Summary of Actual Duties
 - Responsible for the establishment of document control procedure.
 - Ensure all submissions are submitted promptly, appropriate approval/rejection are obtained and formally recorded, and that changes and revisions are managed as part of the document control process.


RODERICK M. UNAJAN

(Signature over Printed Name
of Employee/Applicant)

Date: June 9, 2025