

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	TIMOSA		
FIRST NAME	MIRA LUNA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	TORRES		
3. DATE OF BIRTH (mm/dd/yyyy)	03/09/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	DONA TELESFORA, TUBAY, AGUSAN DEL NORTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	
7. HEIGHT (m)	1.51 m	ZIP CODE 6525	House/Block/Lot No. Street KILIM
8. WEIGHT (kg)	53.6 kg		Subdivision/Village Barangay BAYBAY CITY LEYTE
9. BLOOD TYPE	N/A		City/Municipality Province
10. GSIS ID NO.	2006294523		
11. PAG-IBIG ID NO.	121240538099	18. PERMANENT ADDRESS	P2
12. PHILHEALTH NO.	18-250336069-2	ZIP CODE 8606	House/Block/Lot No. Street DONA TELESFORA
13. SSS NO.	06-4223931-0		Subdivision/Village Barangay TUBAY AGUSAN DEL NORTE
14. TIN NO.	353 302 318 000		City/Municipality Province
15. AGENCY EMPLOYEE NO.	N/A		
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09508230823
		21. E-MAIL ADDRESS (if any)	timosamiraluna@gmail.com

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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	TIMOSA		N/A	N/A
FIRST NAME	ENRIQUE	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	NARRA		N/A	N/A
25. MOTHER'S MAIDEN NAME	TORRES		N/A	N/A
SURNAME	TIMOSA		N/A	N/A
FIRST NAME	LYDIA		N/A	N/A
MIDDLE NAME	RECEDILLA		(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	DONA TELESFORA ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	01/06/2001	01/04/2007	GRADUATED	2007	SALUTATORIAN
SECONDARY	CABADBARAN CITY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	01/06/2007	01/04/2011	GRADUATED	2011	3RD HON MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	MINDANAO STATE UNIVERSITY- MAIN CAMPUS	BACHELOR OF SCIENCE IN PHYSICS	01/10/2012	01/07/2017	GRADUATED	2017	N/A
GRADUATE STUDIES	MINDANAO STATE UNIVERSITY- MAIN CAMPUS	MASTER OF SCIENCE IN PHYSICS	01/08/2021	PRESENT	34 UNITS	ONGOING	N/A

SIGNATURE		DATE	August 24, 2023
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[illegible]

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 Last Employment	
7. Reason for Leaving	
8. Name of Employer	
9. Position Held	
10. Dates of Employment	
11. Description of Duties and Responsibilities	
12. Name of Supervisor	
13. Date of Last Employment	
14. Reason for Leaving	
15. Name of Employer	
16. Position Held	
17. Dates of Employment	
18. Description of Duties and Responsibilities	
19. Name of Supervisor	
20. Date of Last Employment	
21. Reason for Leaving	

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	24/08/2023
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8/15/20

24/08/2023


[illegible]

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

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Knowledge about MATLAB, SCILAB, CODEBLOCKS AND LAMMPS		N/A		A member of Samahan ng Pisika ng Visayas at Mindanao
	Expert in using FreeCAD and ParaView Softwares				
	Expert in Microsoft Word, Excel and Powerpoint				
	Adaptive, Flexible and People/Work Oriented Personality				
	Ability to work under pressure				
	Strong self-management and time management abilities				
	Art Enthusiast				

SIGNATURE		DATE	24/08/2023
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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)?

☐ 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

☐ 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

☐ 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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Grema Fe I. Peñonal	MSU- Main Campus, Marawi City	09518848165
Clyde Gibb Dalumpines	MSU- Main Campus, Marawi City	09480372298
Eric E. Sajulga	Visayas State University- Baybay City	9508244136

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: passport

ID/License/Passport No.: P8513230A

Date/Place of Issuance: 2018 - DFA BUTUAN

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 31 AUG 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. SUMOCOR
Visayas State Legal Officer

Person Administering Oath

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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

Sample: If applying to Supervising Administrative Officer

- Duration: March 1, 2023 – August 15, 2023
 - Position: Substitute Instructor
 - Name of Office/Unit: Department of Physics Immediate Supervisor: Dr. Rev Rhizza L. Aure
 - Name of Agency/Organization and Location: Visayas State University- Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - I was able to conduct lessons with my students and recorded the results of their quizzes and activities.
 - I submitted the students' grades on time.
 - Summary of Actual Duties
 - Responsible for handling students in both Physics lectures and laboratories.
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- Duration: June 2019 – Feb 2023
 - Position: ESL Instructor
 - Name of Office/Unit: Golden Great Peak English, Inc.
 - Immediate Supervisor: Celia Romano
 - Name of Agency/Organization and Location: Golden Great Peak English, Inc., Mandaue City, Cebu
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for teaching English to Japanese and Taiwanese students.



TIMOSA, MIRA LUNA T.

(Signature over Printed Name
of Employee/Applicant)

Date:08/28/2023