

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

Luna

FIRST NAME

Meriam

MIDDLE NAME

Martinez

NAME EXTENSION (JR., SR)

3. DATE OF BIRTH (mm/dd/yyyy)

7/16/1972

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

Ormoc City

If holder of dual citizenship, please indicate the details.

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

Baybay

Leyte

City/Municipality

Province

ZIP CODE

6521

7. HEIGHT (m)

154 cm

8. WEIGHT (kg)

67 kg

9. BLOOD TYPE

O

10. GSIS ID NO.

CM-3878143 (Policy) & CRN 006-0073-8331-3

11. PAG-IBIG ID NO.

0801-074874-09

12. PHILHEALTH NO.

13-000015368

13. SSS NO.

None

14. TIN NO.

186-777-808

15. AGENCY EMPLOYEE NO.

V000628

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

Baybay

Leyte

City/Municipality

Province

ZIP CODE

6521

19. TELEPHONE NO.

None

20. MOBILE NO.

09359953253

21. E-MAIL ADDRESS (if any)

meriam.luna@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

Luna

FIRST NAME

Regino

MIDDLE NAME

Manilag

OCCUPATION

Driver/Self-employed

EMPLOYER/BUSINESS NAME

Public Utility Vehicle

BUSINESS ADDRESS

Baybay City, Leyte

TELEPHONE NO.

9365341622

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

Diana Grace M. Luna

2/25/1988

Lea M. Luna

9/5/1991

Cindy M. Luna

12/9/1996

Regine M. Luna

4/6/1998

Jessica M. Luna

12/24/1999

Shaira M. Luna

9/23/2001

Dave Jhared M. Luna

11/3/2009

24. FATHER'S SURNAME

Martinez

FIRST NAME

Teodoro

MIDDLE NAME

Nodalo

25. MOTHER'S MAIDEN NAME

SURNAME

Erasmio

FIRST NAME

Gloria

MIDDLE NAME

Mendola

III. EDUCATIONAL BACKGROUND

(Continue on separate sheet if necessary)

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

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

COLLEGE

Franciscan College of the Immaculate Conception, Baybay City, Leyte

Junior Secretarial Course

1993

1995

Graduated

1995

Franciscan College of the Immaculate Conception, Baybay City, Leyte

Bachelor of Science in Office Administration

2002

2003

18 units

GRADUATE STUDIES

N.A

N.A

SIGNATURE

DATE

June 30, 2021

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
	CSC - TESDA Skills (Data Encoder)	76.78%	Feb. 26, 1999	Ormoc City		
	Trade Test for Data Encoder	Passed	Mar. 3, 1999	Tacloban City		

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

June 30, 2021

[illegible]

(Continue on separate sheet if necessary)

(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)







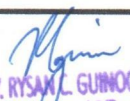
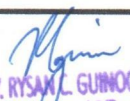
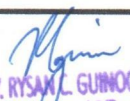
	NON-ACADEMIC DISTINCTIONS / RECOGNITION	NUMBER OF COMMUNITY SERVICE HOURS
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[illegible]

(Continue on separate sheet if necessary)

AW

June 30, 2021

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: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Prof. Manolo B. Loreto, Jr.</td><td>VSU, Visca Baybay City, Leyte</td><td></td></tr><tr><td>Mrs. Marwen A. Castañeda, RGC.</td><td>VSU, Visca Baybay City, Leyte</td><td></td></tr><tr><td>Dr. Aleli A. Villocino</td><td>VSU, Visca Baybay City, Leyte</td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Prof. Manolo B. Loreto, Jr.	VSU, Visca Baybay City, Leyte		Mrs. Marwen A. Castañeda, RGC.	VSU, Visca Baybay City, Leyte		Dr. Aleli A. Villocino	VSU, Visca Baybay City, Leyte	
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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.													
<table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: GSIS</td><td></td></tr><tr><td>CRN-006-0073-8331-3</td><td>9560641355013</td></tr><tr><td>Date/Place of Issuance: Tacloban City, Leyte</td><td></td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID: GSIS		CRN-006-0073-8331-3	9560641355013	Date/Place of Issuance: Tacloban City, Leyte		<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>6-30-21</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	6-30-21	Date Accomplished
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SUBSCRIBED AND SWORN to before me this <u>7/1/2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSAN L. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYSAN L. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
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