

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	DIAO		
FIRST NAME	JOHN MARTIN	NAME EXTENSION (JR, SR) N/A	
MIDDLE NAME	ALEA		
3. DATE OF BIRTH (mm/dd/yyyy)	14/12/1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	PALO, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
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)	1.78 m	House/Block/Lot No.	Street
8. WEIGHT (kg)	56 kg	PUROK 1	STA. CRUZ
9. BLOOD TYPE	A	Subdivision/Village	Barangay
10. GSIS ID NO.	NONE	BAYBAY	LEYTE
11. PAG-IBIG ID NO.	121236700817	City/Municipality	Province
12. PHILHEALTH NO.	12-025708124-4	ZIP CODE	6521
13. SSS NO.	NONE	18. PERMANENT ADDRESS	
14. TIN NO.	719-949-415	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	NONE	425	M.L. QUEZON
		Subdivision/Village	Barangay
		BAYBAY	ZONE - 18
		City/Municipality	Province
		ZIP CODE	6521
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	0917-129-8514
		21. E-MAIL ADDRESS (if any)	johnmartin.diao@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NONE	NAME EXTENSION (JR, SR)	NONE	NONE
MIDDLE NAME	NONE			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	NONE			
FIRST NAME	NONE	NAME EXTENSION (JR, SR)		
MIDDLE NAME	NONE			
25. MOTHER'S MAIDEN NAME	ELENA A. DIAO			
SURNAME	DIAO			
FIRST NAME	ELENA			
MIDDLE NAME	ALEA			

(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BASIC EDUCATION	2004	2009	NA	2009	NA
SECONDARY	LICEO DEL VERBO DIVINO	BASIC EDUCATION	2009	2013	NA	2013	NA
VOCATIONAL / TRADE COURSE	NA	NA			NA	NA	NA
COLLEGE	UNIVERSITY OF SAN CARLOS	BACHELOR OF PHILOSOPHY	2014	2018	NA	2018	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MASTER OF ARTS IN PHILOSOPHY	2018	present	36 UNITS	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	June 23, 2022

[illegible]

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

[illegible]

SIGNATURE		DATE	June 23, 2022
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[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)
	ENCODING		NONE		University of San Carlos - SOPHIA
	RESEARCH (QUALITATIVE)				PHILOSOPHICAL ASSOCIATION OF THE VISAYAS AND MINDANAO
	READING				Societas Ethica Philosophica
	WRITING				

SIGNATURE		DATE	
		June 23, 2022	

June 22, 2022

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>END OF</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>RYAN C. URABANO, PHD</td> <td>CEBU CITY, CEBU</td> <td>0908 880 2990/ (032) 2300 100</td> </tr> <tr> <td>RUBY S. SUAZO, PHD</td> <td>CEBU CITY, CEBU</td> <td>(032) 2300 100 local 125</td> </tr> <tr> <td>GUIRALDO C. FERNANDEZ, JR., PHD</td> <td>BAYBAY CITY, LEYTE</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	RYAN C. URABANO, PHD	CEBU CITY, CEBU	0908 880 2990/ (032) 2300 100	RUBY S. SUAZO, PHD	CEBU CITY, CEBU	(032) 2300 100 local 125	GUIRALDO C. FERNANDEZ, JR., PHD	BAYBAY CITY, LEYTE	
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GUIRALDO C. FERNANDEZ, JR., PHD	BAYBAY CITY, LEYTE												
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: DRIVER'S LICENSE</td> </tr> <tr> <td>ID/License/Passport No.: H1218001610</td> </tr> <tr> <td>Date/Place of Issuance: BAYBAY CITY / MAY 07, 2018</td> </tr> </table>	Government Issued ID (i.e. Passport, GIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: DRIVER'S LICENSE	ID/License/Passport No.: H1218001610	Date/Place of Issuance: BAYBAY CITY / MAY 07, 2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) 6/22/22 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) 6/22/22 Date Accomplished							
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<p>SUBSCRIBED AND SWORN to before me this <u>14 SEP 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">  ATTY. RYSAN C. GUINOCOR Person Administering Oath. </p> </div>													

WORK EXPERIENCE SHEET

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

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 from most recent first.


- Duration: January 10, 2019 – Present
 - Position: Instructor I
 - Name of Office/Unit: Dept. of Liberal Arts and Behavioral Sciences (DLABS)
 - Immediate Supervisor: Dr. Jett C. Quebec
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

 - List of Accomplishments and Contributions (if any)

 - Summary of Actual Duties
 - Teach assigned Philosophy and Social Sciences courses and perform other teacher related functions, among others the following:
 - Prepare and submit teaching material/syllabi to the department head.
 - Conduct examinations (Mid/Final/Long Exams/ Quizzes)
 - Check and return test papers one (1) week after the exam.
 - Submit grade sheets and turn over class records to the department head two weeks after final examinations.
 - Participate in co-curricular activities.
 - Perform other functions assigned by the department head.
 - Perform assigned task/responsibilities as member in different committees.
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- Duration: August 8, 2018 – December 2018
 - Position: Part-Time Instructor
 - Name of Office/Unit: Dept. of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

 - List of Accomplishments and Contributions (if any)

 - Summary of Actual Duties
 - Teach assigned Philosophy and Social Sciences courses and perform other teacher related functions, among others the following:
 - Prepare and submit teaching material/syllabi to the department head.
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 - Participate in co-curricular activities.
 - Perform other functions assigned by the department head.
 - Perform assigned task/responsibilities as member in different committees.


 John Martin A. Diao
 (Signature over Printed Name
 of Employee/Applicant)

Date: June 23, 2022