CS Form No. 212 Revised 2017

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

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM 1. CS ID No. Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME MUERTIGUE IAME EXTENSION (JR., SR) N/A FIRST NAME IESIREI MIDDLE NAME LUFRANGCO 3. DATE OF BIRTH 10/3/1992 16 CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship by birth by naturalization MAPGAP, BAYBAY CITY, LEYTE Pls. indicate country: 4. PLACE OF BIRTH If holder of dual citizenship. please indicate the details Female 5 SEX Male Philippines 30 DE DECIEMBRE ST. Single ✓ Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. Street ☐ Widowed Separated ZONE 23 Other/s: Subdivision/Village Barangay LEYTE **BAYBAY CITY** 1 49 m 7. HEIGHT (m) City/Municipality Province ZIP CODE 42 kg 8. WEIGHT (kg) 18. PERMANENT ADDRESS 30 DE DECIEMBRE ST. 9. BLOOD TYPE A+ House/Block/Lot No ZONE 23 10. GSIS ID NO. N/A Baranga Subdivision/Village BAYBAY CITY LEYTE 11. PAG-IBIG ID NO. 1211-2604-8041 City/Municipality Pro 12-051363940-1 ZIP CODE 6521 12. PHILHEALTH NO. 06-3226809-0 19. TELEPHONE NO. N/A 13. SSS NO. 14. TIN NO. 324766935-0000 20. MOBILE NO. 09169108769 N/A 21. E-MAIL ADDRESS (if any) 15. AGENCY EMPLOYEE NO. lufrangco79@gmail.com MUERTIGUE 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME NAME EXTENSION (JR., SR) RODNEY FIRST NAME ARIOSA MIDDLE NAME PHARMACIST OCCUPATION WESTERN LEYTE PROVINCIAL HOSPITAL EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** PAN-PHILIPPINE HIGHWAY, BAYBAY CITY, LEYTE TELEPHONE NO. N/A 24. FATHER'S SURNAME LUFRANGCO NAME EXTENSION (JR., SR) PABLO FIRST NAME NIEPEZ MIDDLE NAME 25. MOTHER'S MAIDEN NAME **GUTAS** SURNAME ELENA FIRST NAME MANLA (Continue on separate sheet if necessary) MIDDLE NAME SCHOLARSHIP HIGHEST LEVEL/ UNITS EARNED BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE NAME OF SCHOOL ACADEMIC LEVEL GRADUATED (Write in full) (Write in full) HONORS (if not graduated) RECEIVED From To ELEMENTARY PAJO ELEMENTARY SCHOOL PRIMARY EDUCATION 1999 2005 N/A 2005 N/A SECONDARY BABAG NATIONAL HIGH SCHOOL HIGH SCHOOL 2005 2009 N/A 2009 N/A VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE UNIVERSITY OF CEBU-LAPULAPU & 2011 & **BS NURSING** 2009 103 N/A N/A COLLEGE MANDAUE 2016 UINIVERSITY OF THE PHILIPPINES-OPEN **BS EDUCATION STUDIES** 2021 present 72 units N/A N/A UNIVERSITY, LOS BAÑOS, LAGUNA **GRADUATE STUDIES** N/A N/A N/A N/A N/A N/A N/A DATE SIGNATURE 3/15/2020 CS FORM 212 (Revised 2017), Page 1 of 4

27. CAREE		1080 (BOARD/ BAR) UNDER	RATING	DATE OF	3			LICENSE (if	
	SPECIAL LA	WS/ CES/ CSEE LITY / DRIVER'S LICENSE	RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMIN	IATION / CONFERMENT		NUMBER	Date of Validity
CAREER	CAREER SERVICE - SUBPROFFESIONAL		80.63%	8/4/2019	Maa	sin City	760875		10/3/2019
				Continue on separate she	at if necessary)				
	(PERIENCE te employme	nt. Start from your recent	work) Descriptio	n of duties should be	indicated in the attache	d Work Experi	ience sheet.		
(mn	SIVE DATES n/dd/yyyy)	POSITION TITLE (Write in full/Do not abbreviate)		DEPARTMENT / AG (Write in fu	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMIENT	STATUS OF APPOINTMENT	GOV'T SER (Y/ N)	
3/13/2023	present	CLERK I		COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE		14678/mo	SG 3	PRESENT	YES
4/16/2021	3/12/2023	CLERKI		COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE		642.05	N/A	CASUAL	YES
2/13/2018	4/15/2021	CLERK		COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE & DEPARTMENT OF FOREST SCIENCE		553.40 DAILY	N/A	JOB ORDER	YES
11/16/2015	4/15/2016	CASHIER		VICSAL DEVELOPMENT CORPORATION CASHIERING DEPARTMENT-GAISANO		10,478/mon th	N/A	CONTRACTUAL	NO
9/10/2014	4/10/2015	CASHIER		GRAND GROUP O		8,840/mont h	N/A	CONTRACTUAL	NO
			1 (15)						
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		3							
			I Danie	(Continue on separate she	et if necessary)		1 1		
SIGNA	ATURE		MAN		DATE		3/15/202	3	

VI. VOLUNTARY WORK OR INVOLVEMENT IN	CIVIC / NON-G@VERNMENT /	PEOPLE / V	OLUNTARY C	RGANIZATIO	N/S	
29. NAME & ADDRESS OF ORG (Write in full)	NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To			POSITION / NATURE OF WORK
N/A			19.Fayer	CAME A		
3 = 3	P R L L					
VII. LEARNING AND DEVELOPMENT (L&D) II			sheet if necessary TENDED) 		
(Start from the most recent L&D/training program and include (ef/Executive/Manag	erial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTER	VENTIONS/TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
(Write in full)						
BASIC CONDUCTING SEMNIAR		3/15/2023	3/15/2023	2	TECHINICAL	IHK, VSU
MANDATORY ORIENTATION AND RE-ORIENTATIO DEPARTMENT ENROLLMENT FOCAL PERSONS, A AGENTS		8/25/2022	8/25/2022	8	TECHINICAL	OVPAA, VSU
VIRTUAL AWARENESS SEMINAR on RA No. 11032 (Ease of Doing Business)			6/8/2022	8	TECHINICAL	LEGAL OFFICE, VSU
TRAINING ON EDATS	17. KON 1	4/28/2022	4/28/2022	4	TECHINICAL	RSPPRO AND MIS OFFICE, VSU
GENDER, CLIMATE, AND DISASTER RESILIENCE: SUSTAINABILITY	CHALLENGES OF EQUITY AND	3/1/2021	3/1/2021	4	TECHINICAL	CCARPH-NRC
ISO RE-AWARENESS SEMINAR			11/27/2020	4hrs	TECHINICAL	OFFICE OF THE PRESIDENT
STRATEGIC PLAN MONITORING		11/25/2020	11/26/2020	16hrs	TECHINICAL	OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS, VSU
SEMINAR-WORKSHOP ON RECORDS MANAGEME	ENT & NAP FORM	12/13/2019	12/13/2019	8hrs.	TECHINICAL	OFFICE OF HUMAN RESOURCE MANAGEMENT, VSU
HRMIS CYBER SECURITY TRAINING	329	12/18/2019	12/19/2019	16hrs	TECHINICAL	OFFICE OF HUMAN RESOURCE MANAGEMENT, VSU
PDS TRAINING	3.74	11/26/2019	11/26/2019	4hrs	TECHINICAL	OFFICE OF HUMAN RESOURCE
ORIENTATION WORKSHOP ON NEWLY HIRED JOB ORDER EMPLOYEE IN VSU			01/14/2019	8hrs.	TECHINICAL	OFFICE OF HUMAN RESOURCE MANAGEMENT, VSU
HANDS-ON TRAINING ON HRMIS		09/06/2018	09/06/2018	8hrs.	TECHINICAL	OFFICE OF HUMAN RESOURCE MANAGEMENT, VSU
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. San g	(Co	ntinue on separate	sheet if necessar	γ)		
VIII. OTHER INFORMATION				OME CO		MEMBERGUIR IN ASSOCIATION ORDERS.
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / REC (Write in full)				720	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO (Write in full)
COMPUTER SKILLS: POWERPOINT, WORD, AND EXCEL	N/A					N/A
DESIGN LAYOUT, VIDEO EDITING						
DRESS MAKING						
BAKING		1	TAN DET CALL			
FIRST AID						
			-			
L			CANAL DATE OF			
	(Co	ontinue on separa	te sheet if necessa		DATE	3/25/2023
SIGNATURE						

34. 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?	YES V NO)		
b. within the fourth degree (for Local Government Unit - Car	YES NO			
35. a. Have you ever been found guilty of any administrative off	☐ YES ☑ NO If YES, give details:			
b. Have you been criminally charged before any court?	☐ YES			
36. Have you ever been convicted of any crime or violation of a any court or tribunal?	☐ YES ☑ NO If YES, give details:			
37. Have you ever been separated from the service in any of th retirement, dropped from the rolls, dismissal, termination, et (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details:			
a. Have you ever been a candidate in a national or local ele Barangay election)?	YES VO NO If YES, give details:			
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:			
39. Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):			
 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972) a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent? 	If YES, please specify: YES If YES, please specify ID No	NO		
41. REFERENCES (Person not related by consanguinity or affinity to applicant	t /appointee)			
NAME	ADDRESS	TEL. NO.		
DENNIS P. PEQUE	CFES, VSU, BAYBAY CITY, LEYTE	563-7552	3-	
ANGELICA P. BALDOS	DFS, VSU, BAYBAY CITY, LEYTE	563-7552		
TEOFANES A. PATINDOL	DFS, VSU, BAYBAY CITY, LEYTE	563-7552		
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.	ent laws, rules and regulations of the lentative to verify/validate the contents state	Republic of the distribution of the little distr	PHOTO	
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance			N. William .	
Government Issued ID: VSU ID				
ID/License/Passport No.: V01247	Signature (Sign inside the bo	χ)		
Date/Place of Issuance: 5/12/2021-VSU	Date Accomplished		Right Thumbmark	
SUBSCRIBED AND SWORN to before me this	, affiant exhibitin	g his/her validly issued governm	nent ID as indicated above.	
	Person Administering Oath			

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.
- Duration: 13 March 2023 Present
- Position: Clerk I (Permanent)
- Name of Office/Unit: College of Forestry and Environmental Science
- Immediate Supervisor: Dr. Dennis P. Peque
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties

Receive, sort, file, and retrieve incoming and outgoing communications in instruction, research and extension. Coordinate, and facilitate other needs of the college, faculty, staff and students. Does other work as assigned and requested by the college dean/department head, faculty, staff and students. Serves as dDRC of CFES.

- Duration: 16 April 2022 12 March 2023
- Position: Clerk I (Casual)
- Name of Office/Unit: College of Forestry and Environmental Science
- Immediate Supervisor: Dr. Dennis P. Peque
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties

Receive, sort, file, and retrieve incoming and outgoing communications in instruction, research and extension. Coordinate, and facilitate other needs of the college, faculty, staff and students. Does other work as assigned and requested by the college dean/department head, faculty, staff and students. Serves as dDRC of CFES.

- Duration: 2018 February 13 2022 April 15
- Position: Clerk
- Name of Office/Unit: College of Forestry and Environmental Science/Department of Forest Science
- Immediate Supervisor: Dr. Dennis P. Peque
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

Receive, sort, file, and retrieve incoming and outgoing communications in instruction, research and extension. Coordinate, and facilitate other needs of the college, faculty, staff and students. Does other work as assigned and requested by the college dean/department head, faculty, staff and students.

JESIBEL D. MUERTIGUE

(Signature over Printed Name of Employee/Applicant)

Date: 1/15/2027