

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	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Martinez		
3. DATE OF BIRTH (mm/dd/yyyy)	7/16/1972	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Ormoc City	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	154 cm	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	65 kg		Bunga
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	CM-3878143 (Policy) & CRN 006-0073-8331-3		Baybay Leyte
11. PAG-IBIG ID NO.	0801-074874-09		City/Municipality Province
12. PHILHEALTH NO.	13-000015368	ZIP CODE	6521
13. SSS NO.	None	18. PERMANENT ADDRESS	
14. TIN NO.	186-777-808	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	v000628		Bunga
			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@yahoo.com.		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Luna		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Regino	NAME EXTENSION (JR., SR)	Diana Grace M. Luna	2/25/1988
MIDDLE NAME	Manilag		Lea M. Luna	9/5/1991
OCCUPATION	Driver/Self-employed		Cindy M. Luna	12/9/1996
EMPLOYER/BUSINESS NAME	Public Utility Vehicle		Regine M. Luna	4/6/1998
BUSINESS ADDRESS	Baybay City, Leyte		Jessica M. Luna	12/24/1999
TELEPHONE NO	9365341622		Shaira M. Luna	9/23/2001
24. FATHER'S SURNAME	Martinez		Dave Jhared M. Luna	11/3/2009
FIRST NAME	Teodoro	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Nodalo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Erasmio			
FIRST NAME	Gloria			
MIDDLE NAME	Mendola			

(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	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					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 19, 2018
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	December 19, 2018
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / LOCAL 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		
	None				

(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			
	Working Towards Personal Effectiveness	Nov. 20, 2018	Nov. 23, 2018			POAP, Inc., CSC Accredited Learning and Development Institution
	Radio for Development Workshop	July 30, 2018	July 30, 2018	4 Hrs.		VSU Radio DYDC-FM
	Records Management Training	7/6/2017	7/7/2017	16 Hrs		ODAHRD
	Re-Orientation on the 5S Internal Audit Requirements	6/22/2017	6/22/2017	8 Hrs.		ODAHRD
	Basic Cooperative Course Seminar	6/10/2017	6/10/2017	8 Hrs.		VSUCC
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	Mar. 2, 2017	Mar. 3, 2017	16 Hrs		ODAHRD
	Seminar-Workshop on 5S & Records Management	Feb. 18, 2017	Feb. 18, 2017	8 Hrs.		ODAHRD
	Reorientation of Department/Office Secretaries	Nov. 15, 2016	Nov. 15, 2016	3 Hrs		ODAHRD & PRPEO
	Procurement Planning Workshop	Sept. 13, 2016	Sept. 13, 2016	8 Hrs.		ODAHRD
	Orientation on RA 9184 Procurement Law	Sept. 8, 2016	Sept. 8, 2016	8 Hrs.		ODAHRD
	ISO 9001-2008 Orientation & Writeshop Among Clerk & Secretaries	09/21/2015	09/21/2015	8 Hrs.		ODAHRD
	Planning-Workshop: On the Preparation & Processing of Documents Relative to Procurement"	05/27/2015	05/27/2015	4 Hrs.		SPMO
	Facilitating Skills Enhancement Seminar for Dormitory Advisers' and Assistant Dormitory Advisers'	Nov. 15, 2014	Nov. 15, 2014	8 Hrs.		USSO (Guidance Unit)
	Basic Facilitating Skills for Big Brothers & Dorm S.A.'s	Sept. 27, 2014	Sept. 27, 2014	8 Hrs.		USSO (Guidance Unit)
	Basic Facilitating Skills for Big Brothers & Dorm S.A.'s	Sept. 27, 2014	Sept. 27, 2014	8 Hrs.		USSO (Guidance Unit)
	Anti-Red Tape Law and CSC Policy on Cash Advances	Sept. 10, 2014	Sept. 10, 2014	8 Hrs.		HRMDO













(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)
	Typing, Filing, Watching Television & Listening Music		None		Administrative Personnel Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 19, 2018
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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)?		<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>Ms. Chona A. Brit, RGC.</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		Ms. Chona A. Brit, RGC.	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:</td><td>Tacloban City, Leyte</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 colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">Dec 19, 2018</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		Dec 19, 2018		Date Accomplished		<table><tr><td>  Right Thumbmark</td></tr></table>	  Right Thumbmark
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SUBSCRIBED AND SWORN to before me this <u>JAN 21 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.																			
<table><tr><td colspan="2"> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</td></tr></table>			 ATTY. RYSAN C. GUINOCOR VSU 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 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.

Sample: If applying to Supervising Administrative Officer

- Duration: August 26, 1996 – present
- Position: Clerk or Administrative Aide III
- Name of Office/Unit: University Student Services Office (USSO)
- Immediate Supervisor: Prof. Manolo B. Loreto, Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366
- Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration:
- Position:
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location:
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, , preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.



 MERIAM M. LUNA

(Signature over Printed Name
of Employee/Applicant)

Date: January 21, 2019