

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	Sumabat		
FIRST NAME	Daniel	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	Danielco		
3. DATE OF BIRTH (mm/dd/yyyy)	7/26/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Anahawan District Hospital	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by b <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Philippines
7. HEIGHT (m)	167 cm	House/Block/Lot No.	Street
8. WEIGHT (kg)	92 kg	Subdivision/Village	Barangay
9. BLOOD TYPE	NA	City/Municipality	Province
10. GSIS ID NO.	NA	18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	121075648187	House/Block/Lot No.	Street
12. PHILHEALTH NO.	130252651226	Subdivision/Village	Atuyan
13. SSS NO.	0633788207	City/Municipality	Barangay
14. TIN NO.	436622577000	ZIP CODE	Saint Bernard Southern Leyte
15. AGENCY EMPLOYEE NO.	NA	19. TELEPHONE NO.	6616
		20. MOBILE NO.	0995 505 7364
		21. E-MAIL ADDRESS (if any)	NA
			danielsumabat@gmail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	Zedekiah Daniel R. Sumabat	11/11/2018
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Sumabat			
FIRST NAME	Diosdado	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Calapre			
25. MOTHER'S MAIDEN NAME				
SURNAME	Danielco			
FIRST NAME	Petronila			
MIDDLE NAME	Margas			

(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		HIGHER LEVEL/ UNITS EARNED	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Maria Asuncion Elementary School		Jun-98	Mar-04		2004	Salutatorian
SECONDARY	Cristo Rey Regional High School		Jun-04	Mar-08		2008	8th Honorable Mention
VOCATIONAL / TRADE COURSE	Magsaysay Center for Hospitality and Culinary Arts	Food and Beverage Services	Jun-19	Mar-20		2020	
COLLEGE	Visayas State University	Bachelor of Hotel, Restaurant and Tourism Management	Jun-08	Apr-12		2012	Cum Laude
GRADUATE STUDIES	NA						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 18, 2021
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## IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1060 (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
	<b>Honor Graduate Eligibility</b>		<b>4/10/2012</b>	<b>Visayas State University</b>	<b>100108120205</b>	
	<b>Driver's License</b>			<b>Maasin City</b>	<b>H11-14-000477</b>	<b>7/26/2023</b>

(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	3/18/2021
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Photo and Video Editing	NA		NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	3/18/2021
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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 checked="" type="checkbox"/> YES <input 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 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 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)		
NAME	ADDRESS	TEL. NO.
Ramila A. Geganto, RN	Magabagacay, Saint Bernard, Southern Leyte	0955 470 5345
Engr. Raymart Bulagsac	Catmon, Saint Bernard, Southern Leyte	0917 164 6997
Roda M. Garcia, RN	Catmon, Saint Bernard, Southern Leyte	0997 456 1749

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.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: UMID
ID/License/Passport No.: CRN-0111-4855846-8
Date/Place of Issuance:

Signature (Sign inside the box)
March 18, 2021
Date Accomplished



SUBSCRIBED AND SWORN to before me this 06 MAY 2021 affiant exhibiting his/her validly issued government ID as indicated above.

AYLA RYSA L. GUINOCOR YSU Civil Legal Officer
Person Administering Oath



## 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

- Duration: October 5, 2020 – February 28, 2021
- Position: Part-time Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Developed OBE Course Syllabus and Learning Guides for HMgt 137 and HMgt 141
  - Designed and curate Moodle classroom course content
- Summary of Actual Duties
  - Responsible for developing course syllabus, learning guides, assessments, computing student's grades and facilitating students learning thru asynchronous and synchronous class.

- Duration: March 1, 2020 – September 2020
- Position: Resort Manager
- Name of Office/Unit: Kissbone Cove Clubhouse and Beach Resort
- Immediate Supervisor: Ramila Geganto
- Name of Agency/Organization and Location: Kissbone Cove Clubhouse and Beach Resort, Saint Bernard, Southern Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - ✓ Managing all aspect of resort operations from accommodation, catering, events management, resort activities and restaurant operation
  - ✓ Join and Government Bidding Activites and process bidding documents for catering and live in seminar related contracts within Eastern Visayas
  - ✓ Manage social media presence of the resort as well as online marketing

- Duration: September 5, 2017 – June 15, 2019
- Position: Resort Manager
- Name of Office/Unit: Kissbone Cove Clubhouse and Beach Resort
- Immediate Supervisor: Ramila Geganto
- Name of Agency/Organization and Location: Kissbone Cove Clubhouse and Beach Resort, Saint Bernard, Southern Leyte
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- ✓ Managing all aspect of resort operations from accommodation, catering, events management, resort activities and restaurant operation
- ✓ Join and Government Bidding Activites and process bidding documents for catering and live in seminar related contracts within Eastern Visayas
- ✓ Manage social media presence of the resort as well as online marketing

- Duration: May 3, 2015 – August 31, 2017
- Position: Restaurant Manager
- Name of Office/Unit: Mang Inasal 999 Phase 1
- Immediate Supervisor: Von Sunga
- Name of Agency/Organization and Location: Green Way Food Corner (Mang Inasal), Divisoria, Binondo, Manila

- List of Accomplishments and Contributions (if any)

- ✓ Gold Store, Quality Assurance Audit 2016
- ✓ Gold Store, Quality Assurance Audit 2015

- Summary of Actual Duties

- ✓ Ensure all members of the team are following Mang Inasal standard operating procedures in terms of food safety, HACCP, delivery handling, storage, portioning, cooking and serving of products
- ✓ Lead the team in achieving company sales target and store goals
- ✓ Pass the Mang Inasal standard FSC yearly audit
- ✓ Hire and train new team members
- ✓ In-charge of manpower management, approved leave and absences


- Duration: May 3, 2013 – May 3, 2015
- Position: Restaurant Manager
- Name of Office/Unit: Mang Inasal Sogod
- Immediate Supervisor: Cheryl Kate Lim
- Name of Agency/Organization and Location: Debz Great Food Express (Mang Inasal), Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)

- ✓ Certified Store, Quality Assurance Audit 2014

- Summary of Actual Duties

- ✓ Ensure all members of the team are following Mang Inasal standard operating procedures in terms of food safety, HACCP, delivery handling, storage, portioning, cooking and serving of products
- ✓ Lead the team in achieving company sales target and store goals
- ✓ Pass the Mang Inasal standard FSC yearly audit
- ✓ Hire and train new team members
- ✓ In-charge of manpower management, approved leave and absences

  
**DANIEL D. SUMABAT**  
(Signature over Printed Name  
of Employee/Applicant)  
Date: March 18, 2021