

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 ( ) ☐ 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	LUMEN		
FIRST NAME	MIKE LAURENCE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	VILBAR		
3. DATE OF BIRTH (mm/dd/yyyy)	08/14/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	MAASIN CITY, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <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"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.75	House/Block/Lot No.	Street
8. WEIGHT (kg)	80	SITIO BASAK	RIZAL
9. BLOOD TYPE	B	Subdivision/Village	Barangay
10. GSIS ID NO.	N/A 2006465776	MAASIN CITY	SOUTHERN LEYTE
11. PAG-IBIG ID NO.	1211-7102-4281	City/Municipality	Province
12. PHILHEALTH NO.	13-251673519-1	ZIP CODE	6600
13. SSS NO.	34-5911228-7	18. PERMANENT ADDRESS	
14. TIN NO.	328-551-4281	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	N/A	SITIO BASAK	RIZAL
		Subdivision/Village	Barangay
		MAASIN CITY	SOUTHERN LEYTE
		City/Municipality	Province
		ZIP CODE	6600
		19. TELEPHONE NO.	(032) 570-9588
		20. MOBILE NO.	09178785129
		21. E-MAIL ADDRESS (if any)	MIKELUMENCE@GMAIL.COM

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LUMEN			
FIRST NAME	LUCILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	QUIRONG			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILBAR			
FIRST NAME	WILDA			
MIDDLE NAME	BALBUENA			

(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	MAASIN CENTRAL SCHOOL	PRIMARY LEVEL	06/7/2004	03/28/2008	PRIMARY LEVEL	2008	N/A
SECONDARY	SAINT JOSEPH COLLEGE	HIGH SCHOOL	06/4/2008	03/30/2012	HIGH SCHOOL	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	06/4/2012	04/13/2016	COLLEGE GRADUATE	2016	N/A
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTERS OF ARTS IN COMMUNICATION	08/17/2019	PRESENT	ONGOING - THEIS FINAL DEFENSE	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	April 1, 2024



## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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)

<b>SIGNATURE</b>		<b>DATE</b>	APRIL 1, 2024
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[illegible]

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

INCLUSIVE DATES OF		Type of ID	

[illegible]

VIII. OTHER INFORMATION

	NON-ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC ACHIEVEMENTS (Write in full)	33.	NON-ACADEMIC ACHIEVEMENTS (Write in full)
	KNOWS BUSINESS MATTER		N/A		N/A
	WRITING				
	DRAFT ARTICLES				

		DATE	APRIL 1, 2024
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APRIL 1, 2024



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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div>Date Filed:</div> <div>Status of Case/s:</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country):</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No:</div>												
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>EDA J. OPINA</td><td>BONTOC , SOUTHERN LEYTE</td><td>9556830884</td></tr><tr><td>DANN BACOLOD</td><td>CEBU CITY</td><td>9190777718</td></tr><tr><td>RICHELLE ANNE H. CABRERA</td><td>CEBU CITY</td><td>9173274961</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	EDA J. OPINA	BONTOC , SOUTHERN LEYTE	9556830884	DANN BACOLOD	CEBU CITY	9190777718	RICHELLE ANNE H. CABRERA	CEBU CITY	9173274961
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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.														
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PASSSPORT</div> <div>ID/License/Passport No.: P7315431A</div> <div>Date/Place of Issuance: MAY 25, 2018/TACLOBAN CITY</div>	<div><div></div><div>Signature (Sign inside the box)</div><div>APRIL 1, 2024</div><div>Date Accomplished</div></div>	<div><div></div><div>MIKE LAURENCE V. LUMEN</div><div>PHOTO</div></div> <div><div></div><div>Right Thumbmark</div></div>												
SUBSCRIBED AND SWORN to before me this APRIL 1, 2024 16 APR 2024, affiant exhibiting his/her validly issued government ID as indicated above.														
<div>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</div> <div>Person Administering Oath</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:** 2 years and 10 months
  - **Position:** Multimedia Staff
  - **Name of Office/Unit:** Public Affairs and Strategic Communication
  - **Immediate Supervisor:** Dr. Eda J. Opina
  - **Name of Agency/Organization and Location:** Southern Leyte State University, Sogod, Southern Leyte
- **List of Accomplishments and Contributions (if any)**
1. Assisted the development of a comprehensive communication strategy for the University President, resulting in more streamlined and effective messaging across various platforms.
  2. Implemented creative approaches to boost the university's online presence through engaging multimedia content, resulting in a significant increase in website traffic and social media engagement.
  3. Organized numerous, including seminars, conferences, and campus visits, ensuring smooth execution and positive feedback from attendees.
  4. Cultivated strong relationships with external stakeholders, including media outlets, government officials, and community leaders, leading to improved public perception and increased collaboration opportunities.
  5. Produced articles and press releases highlighting the university's achievements, faculty research, and student success stories, garnering positive attention from both local and national media outlets.
- **Summary of Actual Duties**
1. Provided comprehensive support to the university president by crafting speeches, messages, and presentations tailored to specific audiences and occasions.
  2. Facilitated the president's travel arrangements, ensuring seamless logistics and timely communication throughout her trips.
  3. Generated engaging multimedia content, including articles, videos, and graphics, to promote the university's initiatives, events, and achievements.
  4. Acted as a liaison between the university and external stakeholders, managing media inquiries, hosting campus tours, and fostering positive relationships with guests and visitors.
  5. Took a lead role in planning, organizing, and executing various events, from small-scale meetings to large-scale conferences, to showcase the university's strengths and accomplishments.
  6. Collaborated with colleagues across departments to brainstorm innovative ideas and initiatives that aligned with the university's mission and goals.

**MIKE LAURENCE V. LUMEN**  
(Signature over Printed Name  
of Employee/Applicant)

Date: April 1, 2024