

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	Paña			
FIRST NAME	Ronard	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Gonzaga			
3. DATE OF BIRTH (mm/dd/yyyy)	03/21/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Tagbilaran, Bohol	If holder of dual citizenship, please indicate the details.	Philippines	
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)	1.62	ZIP CODE	House/Block/Lot No. Street Pangasungan	
8. WEIGHT (kg)	56.00		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	A+		City/Municipality Province 6521	
10. GSIS ID NO.	N/A		18. PERMANENT ADDRESS	005 Road 2 House/Block/Lot No. Street TUNHAI Booy
11. PAG-IBIG ID NO.	121132380607		Subdivision/Village Barangay TAGBILARAN CITY (Capital) BOHOL	
12. PHILHEALTH NO.	120513913236	ZIP CODE	City/Municipality Province 6300	
13. SSS NO.	0636117202	19. TELEPHONE NO.	N/A	
14. TIN NO.	461657917	20. MOBILE NO.	946-194-9981	
15. AGENCY EMPLOYEE NO.	V00923	21. E-MAIL ADDRESS (if any)	ronard.pana@vsu.edu.ph	

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	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	Paña			
FIRST NAME	Leonardo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ligan			
25. MOTHER'S MAIDEN NAME	Roquena Jaganas Gonzaga			
SURNAME	Paña			
FIRST NAME	Roquena			
MIDDLE NAME	Gonzaga		(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	Dorol Elementary School	Elementary	1999	2006		2006	N/A
SECONDARY	Dr. Cecilio Putong National High School	High School	2005	2009		2009	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Bohol Island State University-Main Campus	Bachelor of Science in Mechanical Engineering	2009	2014		2014	N/A
GRADUATE STUDIES	University of the Philippines Diliman	Master of Science in Mechanical Engineering	2018	2020		2020	DOST
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		04/22/2024		



IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (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
Mechanical Engineer	90.95	10/07/2014	Cebu City, Philippines	0084923	03/21/2023


(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0"/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	To						
01/01/2023	PRESENT	Instructor I	Visayas State University	30,028.00	12-4	Permanent	Y
06/03/2022		Instructor I	Visayas State University	28,471.00	12-4	Permanent	Y
01/01/2022		Instructor I	Visayas State University	28,471.00	12-4	Temporary	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
08/31/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
08/01/2021	07/31/2022	Instructor I	Visayas State University	26,052.00	12-1	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,052.00	12-1	Temporary	Y
07/31/2020	07/31/2021	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
08/01/2019	12/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019	07/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Permanent	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
08/22/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
12/02/2014	08/19/2016	Design Engineer	Tsuneishi Technical Services (Phils), Inc.	17,000.00	-	Permanent	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/22/2024
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S				
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS
		From	To	
	N/A	N/A	N/A	N/A

(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)
		From	To		
	Professional Certificate in Construction Management	03/11/2024	03/13/2024	24	Managerial
	Risk Assessment Training-Workshop	09/11/2023	09/12/2023	16	Managerial
	Towards Effective Managerial Competencies	08/21/2023	08/25/2023	40	Managerial
	Risk Assessment Training-Workshop	11/24/2022	11/25/2022	16	Managerial
	8th International Conference on Sustainable Energy and Environment (SEE 2022)	11/07/2022	11/09/2022	24	Research
	Seminar on the Design of Water-based Automatic Fire Sprinkler System	09/24/2022	09/24/2022	8	Technical
	Increasing Efficiencies in Scholarly Writing and Publishing	03/02/2020	03/02/2020	4	Research
	International Conference on Sustainable Energy and Green Technology	12/11/2019	12/14/2019	32	Research
	8th ERDT Congress, The Rise of Smart Cities and Communities	08/23/2019	08/23/2019	8	Technical
	15th DOST-ERDT Conference and 11th AUN/SEED-Net Regional Conference on Energy Engineering	09/27/2018	09/28/2018	16	Research
	HVAC, Refrigeration Design, Cooling Treatment Seminar	01/28/2017	01/28/2017	8	Technical
	POWERCON: Government and Private Sectors Power Development Plan	10/19/2016	10/19/2016	4	Technical
	Renewable Energy Developments in the Philippines	10/19/2016	10/19/2016	4	Technical
	64th PSME National Convention	10/18/2016	10/18/2016	23	Technical
	Gorkov Helical Marine Turbine for Renewable Energy Production	10/18/2016	10/18/2016	4	Technical
	Grease Plant Workplace Ventilation Engineering and Management Problems in Critical Systems Operations Conceptual Analysis: Basis of Re-Design and Development of Ventilation System HVAC	10/18/2016	10/18/2016	2	Technical
	Design and Development of the Shell of a Solar Powered Car Using Computed Aided Design and Computational Fluid Dynamics	10/18/2016	10/18/2016	2	Technical
PLEASE SEE ATTACHMENT A					

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
AutoCAD	PRAISE	Pambansang Samahan ng Inhenyero Mekanikal
3D modeling	Parangal sa Mag-aaral	The Philippine Society for Engineering Education
Painting/Sketching		
Reading non-fiction books		
Programming		

(Continue on separate sheet if necessary)


SIGNATURE		DATE	04/22/2024
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## Attachment A.1

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(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/22/2024
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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)?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ 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?

☒ YES

☐ NO

If YES, give details:

Resignation from TTSP

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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No

☐ YES

☒ NO

If YES, please specify ID No

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Menandro S. Berana	UP Diliman	09985127400
Leif Oliver Coronado	Sta. Ana, Manila	09228895530
Ferdinand Manegdeg	UP Diliman, Quezon City	09292375946

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: PRC

ID/License/Passport No.: 0084923

Date/Place of Issuance: 10/20/2014 / Cebu City

Signature (Sign inside the box)

04/22/2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 09 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU Chief 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.

- Duration: February 2023 – Present
- Position: Head
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Jannet C. Bencure
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Compliance of the department to ISO 9001:2015 recertification.
  - Subjected the BSME program for AACUP Level II accreditation.
  - Outstanding performance of graduates in mechanical engineer licensure examinations.
  - Submitted COPC application for the VSU BSME degree program.
  - Hired qualified and competent faculty members.
  - Sent faculty members for graduate studies and trainings.
  - Contributed to the revision of the BSME curriculum in 2018.
  - Contributed to the development of instructional materials and blended learning setups during the COVID19 pandemic.
- Summary of Actual Duties
  - Implements and supervises the implementation of all instruction, research, extension, and production –related activities of the department.
  - Forges and establishes sustainable linkages with private companies, industries, and other establishments to enhance its curricular offerings.
  - Represents the department in all meetings, conferences, and similar activities at the College and University level.
  - Conduct investigation, when proper and recommend to the Dean immediate disciplinary action on any erring personnel or students in the department in conformity with any existing policies and rule and regulations of the university.
  - Make periodic assessment of the performance of staff members and submit appropriate reports to the Dean.
  - Administer budgetary appropriations of the department to effectively carry out the functions and responsibilities.
  - Sources out funds for the department for the implementation of its programs.
  - Perform other functions as the Dean may assign.

- Duration: August 2016 – Present
- Position: Instructor I
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Jannet C. Bencure
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - Contributed to Level I AACCCUP accreditation of the BSME program.
  - Contributed to the outstanding performance of BSME graduates in the licensure examinations.
  - Presented and attended international conferences.
  - Contributed to the revision of the BSME curriculum in 2018.
  - Contributed to the development of instructional materials and blended learning setups during the COVID19 pandemic.
  
- Summary of Actual Duties
  - Teaches assigned subjects and performs other teaching related functions.
  - Performs research and extension functions.
  - Performs other functions such as student advisory, committee membership and other ad hoc assignments related to quality assurance and other accreditation functions.
  - Perform other functions assigned by the Department Head, College Dean, Vice Presidents, and University President.

  
RONARD G. PAÑA

(Signature over Printed Name  
of Employee/Applicant)

Date: April 22, 2024