

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	DIAO		
FIRST NAME	JOHN MARTIN		NAME EXTENSION (JR., SR) NONE
MIDDLE NAME	ALEA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/14/1996	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	PALO, LEYTE	If holder of dual citizenship, please indicate the details	
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"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.78 m		
8. WEIGHT (kg)	56 kg	ZIP CODE	
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	425 M.L. QUEZON House/Block/Lot No. Street Subdivision/Village Zone - 18 BAYBAY Barangay City/Municipality LEYTE Province
10. GSIS ID NO.	NONE		
11. PAG-IBIG ID NO.	NONE		
12. PHILHEALTH NO.	12-025708124-4	ZIP CODE	6521
13. SSS NO.	NONE	19. TELEPHONE NO.	NONE
14. TIN NO.	719-949-415	20. MOBILE NO.	0917-129-8514
15. AGENCY EMPLOYEE NO.	NONE	21. E-MAIL ADDRESS (if any)	johnm.a.diao@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NONE	NAME EXTENSION (JR., SR)	NONE	NONE
MIDDLE NAME	NONE			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	NONE			
FIRST NAME	NONE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NONE			
25. MOTHER'S MAIDEN NAME	ELENA A. DIAO			
SURNAME	DIAO			
FIRST NAME	ELENA			
MIDDLE NAME	ALEA			

(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BASIC EDUCATION	2004	2009	NA	2009	NA
SECONDARY	LICEO DEL VERBO DIVINO	BASIC EDUCATION	2009	2013	NA	2013	NA
VOCATIONAL / TRADE COURSE	NA	NA			NA	NA	NA
COLLEGE	UNIVERSITY OF SAN CARLOS	BACHELOR OF PHILOSOPHY	2014	2018	NA	2018	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MASTER OF ARTS IN PHILOSOPHY	2018	present	33 UNITS	NA	NA

[illegible]

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

01/15/2020

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	POSITION / NATURE OF WORK
		From	To		
NONE		NONE	NONE	NONE	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			
	Orientation Seminar on General Education Sources	7/26/2018	7/27/2018	16.0	TECHNICAL	Visayas State University and Mutya Publishing

(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)
	ENCODING		NONE		University of San Carlos - SOPHIA
	RESEARCH (QUALITATIVE)				PHILOSOPHICAL ASSOCIATION OF THE VISAYAS AND MINDANAO
	READING				Societas Ethica Philosophica
	WRITING				

(Continue on separate sheet if necessary)

SIGNATURE

DATE

01/15/2020

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

If YES, give details:

☐ 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:

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.
RYAN C. URABANO, PHD	CEBU CITY, CEBU	0908 880 2990/ (032) 2300 100
RUBY S. SUAZO, PHD	CEBU CITY, CEBU	(032) 2300 100 local 125

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.



John Martin A. Diao
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DRIVER'S LICENSE

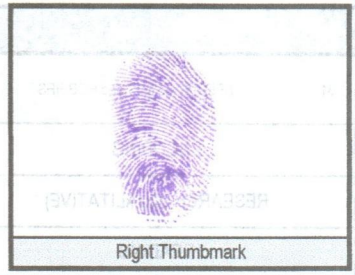
ID/License/Passport No.: H1218001610

Date/Place of Issuance: BAYBAY CITY / MAY 07, 2018

Signature (Sign inside the box)

01/15/2020

Date Accomplished



SUBSCRIBED AND SWORN to before me this 20 JAN 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

Person Administering Oath

WORK EXPERIENCE SHEET

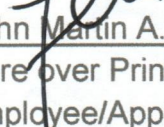
Instructions: 1. Include only the work experiences relevant to the position being applied to.

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: August 16, 2019- December 31, 2019
 - Position: Substitute/Instructor I
 - Name of Office/Unit: Dept. of Liberal Arts and Behavioral Sciences (DLABS)
 - Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Teach assigned Philosophy and Social Sciences courses and perform other teacher related functions, among others the following:
 - Prepare and submit teaching material/syllabi to the department head.
 - Conduct examinaions (Mid/Final/Long Exams/ Quizzes)
 - Check and return test papers one (1) week after the exam.
 - Submit grade sheets and turn over class records to the department head two weeks after final examinations.
 - Participate in co-curricular activities.
 - Perform other functions assigned by the department head.
 - Perform assigned task/responsibilities as member in different committees.
-
- Duration: January 10, 2019 – July 31, 2019
 - Position: Substitute/Instructor I
 - Name of Office/Unit: Dept. of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Teach assigned Philosophy and Social Sciences courses and perform other teacher related functions, among others the following:
 - Prepare and submit teaching material/syllabi to the department head.
 - Conduct examinaions (Mid/Final/Long Exams/ Quizzes)
 - Check and return test papers one (1) week after the exam.
 - Submit grade sheets and turn over class records to the department head two weeks after final examinations.
 - Participate in co-curricular activities.
 - Perform other functions assigned by the department head.
 - Perform assigned task/responsibilities as member in different committees.

- Duration: August 8, 2018 – December 2018
- Position: Part-Time Instructor
- Name of Office/Unit: Dept. of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Teach assigned Philosophy and Social Sciences courses and perform other teacher related functions, among others the following:
 - Prepare and submit teaching material/syllabi to the department head.
 - Conduct examinations (Mid/Final/Long Exams/ Quizzes)
 - Check and return test papers one (1) week after the exam.
 - Submit grade sheets and turn over class records to the department head two weeks after final examinations.
 - Participate in co-curricular activities.
 - Perform other functions assigned by the department head.
 - Perform assigned task/responsibilities as member in different committees.



John Martin A. Diao
(Signature over Printed Name
of Employee/Applicant)

Date: January 15, 2020