

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	DAG-UMAN														
FIRST NAME	MICHAEL	NAME EXTENSION (JR., SR) NA													
MIDDLE NAME	DUMAPE														
3. DATE OF BIRTH (mm/dd/yyyy)	May 20, 1989	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	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	Please indicate country:												
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female														
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	<table><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td>TAB-ANG</td><td>KILIM</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>BAYBAY CITY</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr><tr><td colspan="2">ZIP CODE 6521</td></tr></table>	House/Block/Lot No.	Street	TAB-ANG	KILIM	Subdivision/Village	Barangay	BAYBAY CITY	LEYTE	City/Municipality	Province	ZIP CODE 6521	
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TAB-ANG	KILIM														
Subdivision/Village	Barangay														
BAYBAY CITY	LEYTE														
City/Municipality	Province														
ZIP CODE 6521															
7. HEIGHT (m)	1.68m	18. PERMANENT ADDRESS	<table><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td>TAB-ANG</td><td>KILIM</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>BAYBAY CITY</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr><tr><td colspan="2">ZIP CODE 6521</td></tr></table>	House/Block/Lot No.	Street	TAB-ANG	KILIM	Subdivision/Village	Barangay	BAYBAY CITY	LEYTE	City/Municipality	Province	ZIP CODE 6521	
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Subdivision/Village	Barangay														
BAYBAY CITY	LEYTE														
City/Municipality	Province														
ZIP CODE 6521															
8. WEIGHT (kg)	58kg														
9. BLOOD TYPE	B+														
10. GSIS ID NO.	021-1405-5022-8														
11. PAG-IBIG ID NO.	1211 0314 5995														
12. PHILHEALTH NO.	13-000112564-9														
13. SSS NO.	NA	19. TELEPHONE NO.	NA												
14. TIN NO.	45-803-411	20. MOBILE NO.	09351584123												
15. AGENCY EMPLOYEE NO.	v00656	21. E-MAIL ADDRESS (if any)	michaeldaguman@gmail.com												

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MORQUIANOS	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AIREEN	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	TANAID		NA
OCCUPATION	CLERK		NA
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		NA
BUSINESS ADDRESS	Visca, Baybay City, Leyte		NA
TELEPHONE NO.	NA		NA
24. FATHER'S SURNAME	DAG-UMAN		NA
FIRST NAME	HERACLITUS	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	AUSTERO		NA
25. MOTHER'S MAIDEN NAME	DUMAPE		NA
SURNAME	DAG-UMAN		NA
FIRST NAME	LEONILA		NA
MIDDLE NAME	ORUA	(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	KILIM ELEMENTARY SCHOOL	PRIMARY SCHOOL	5/2/1995	3/30/2001	graduated	2001	NA
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY SCHOOL	5/2/2001	3/30/2006	graduated	2006	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	GRADUATE (Bachelor of Science in Computer Science)	5/2/2006	4/15/2013	graduated	2013	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	(Master in Management) CONTINUING	07/012020	2/13/2021	33 UNITS	NA	NA


(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 1, 2022
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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
	CSC Professional	81.3	April 15, 2018	Tacloban City	08-180830-863	
	Certificate of Competency (VSU Fire Brigade)		March 5, 2019	Visayas State University	R8-0662	March 5, 2022
	NCII Cookery		June 16, 2019	FCIC	DMD-89-180- 08037-001	June 15, 2014

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	February 1, 2022
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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	POSITION / NATURE OF WORK
		From	To		
	Congressional Scholar Society	7/1/2012	4/30/2013	1 SEMESTER	ADVISER
	KABALIKAT VSU	10/1/2020	recent		MEMBER

(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)

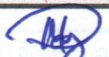
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Student Leaders Planning Seminar-Workshop & Orientation	6/11/2011	11/6/2011	8hrs	Technical	Christie Cyrene T. Tauy
	Energy Efficient Lighting Applications Seminar	14-03-13	3/14/2013	8hrs	Technical	Helen B. Arias
	Pre-employment Seminar and Labor Education	3/4/2013	4/3/2013	8hrs	Technical	Marites Z. Viñas
	Leadership Seminar	10/12/2011	12/10/2011	8hrs	Managerial	Manolo B. Loreto Jr
	Reserve Officer Training Corps (ROTC)	1/7/2006	7/3/2009	3 Years	Supervisory	COL SAMUEL F. FELIPE
	Assembly Test (804CDC,8RCDG,ARESCOM)	2/12/2009	12/4/2009	3 Days	Supervisory	COL MARLON S. SABUG
	ROTC SUMMER CAMP TRAINING	6/16/2007	6/5/2007	20 Days	Technical	COL MARLON S. SABUG
	(TESDA) Ladderized Education Program	Jul-06	Jul-06	480hrs	Technical	SEC. AUGUSTO BOBOY SYJUCO
	Fire and Earthquake Drill "First Team Responders"	March 21,2016	March 25,2016	5 days	Technical	Fire Officers in Baybay City
	Exploring the Significance of Electronic Library Resource in Promoting Learning	Oct. 27, 2016	Oct. 27, 2017	1 day	Technical	Myla Stephanie B. Villarosa
	Destiny Library Manager (DLM) Trainig	Jan. 11, 2016	Jan. 15, 2017	5 days	Technical	Edward P. Arcilla
	Standard First Aide Training	October 23, 2017	October 26, 2017	4 days	Technical	Roberto N. Flores Jr.
	Radio Frequency Identificatio System (RFID) Start-up Training	May 3, 2018	May 3, 2018	1 day	Technical	Genesis Espiritu
	2018 STARBOOKS NATIONAL CONVENTION VISAYAS CLUSTER	August 1, 2018	August 3, 2018	3 Days	Technical	Richard P Burgos
	VSUCC BASIC COOPIRATIVE COURSE SEMINAR	June 12, 2018	June 12, 2018	1 Day	Technical	Othello B. Capuno
	Orientation on Basic Customer Service and Work Values	Sept. 6, 2018	Sept. 6, 2018	1 Day	Technical	Egardo E. Tulin
	Orientation / Workshop and Turn-over Ceremony	Dec. 7, 2018	Dec. 7, 2018	1 Day	Technical	John Glenn G. Ocaña
	Firefighting and Rescue Training	Nov. 5, 2018	Nov. 9, 2018	5 days	Technical	Edgardo E. Tulin










(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)
	Computer Programmer				Ready Reserve Battalion, (Phil. Army)
	PC Operation NC II				VSU ADPA
	Computer Technician				VSU First Responder Team
	Database Maintenance				KABALIKAT
	Web Programming				
	CCTV Operator				
	RFID Operator				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 1, 2022
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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>CHONA S. BRIT</td><td>Visayas State University</td><td>9216147704</td></tr><tr><td>CHRISTIE CYRENE TAU</td><td>Visayas State University</td><td>9554965969</td></tr><tr><td>MANOLO B. LORETO</td><td>Visayas State University</td><td>9176341432</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	CHONA S. BRIT	Visayas State University	9216147704	CHRISTIE CYRENE TAU	Visayas State University	9554965969	MANOLO B. LORETO	Visayas State University	9176341432
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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:</td><td>Visayas State University</td></tr><tr><td>ID/License/Passport No.:</td><td>V00856</td></tr><tr><td>Date/Place of Issuance:</td><td>2014 Visca, Baybay 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:	Visayas State University	ID/License/Passport No.:	V00856	Date/Place of Issuance:	2014 Visca, Baybay City, Leyte	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>February 1, 2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	February 1, 2022	Date Accomplished
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SUBSCRIBED AND SWORN to before me this <u>07 APR 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN 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.

**Sample: applying to Administrative Aide III/ Clerk**

- Duration: February 01, 2019 – present
- Position: Administrative Aide I
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Venice B. Ibañez
- Name of Agency/Organization and Location: Visayas State University(Main Campus), Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible for the cleaning the department surroundings, faculty rooms, comfort rooms and Classrooms. Responsible for Messengerial of needed documents.

- Duration: August 15, 2013 – January 31, 2019
- Position: Administrative Aide I
- Name of Office/Unit: University Library
- Immediate Supervisor: Andreli D. Pardales
- Name of Agency/Organization and Location: Visayas State University(Main Campus), Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks e.g., preparation of AACUP documents, Database Manager (SILMS, Starbooks, Destiny Library Manager).

  
**MICHAEL D. DAG-UMAN**

(Signature over Printed Name  
of Employee/Applicant)

Date: February 22, 2022