

## 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	DUROTAN		
FIRST NAME	PATRICK	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	TABUQUILDE		
3. DATE OF BIRTH (mm/dd/yyyy)	08/25/1997	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	CALUBIAN, LEYTE	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	Valenzona St. House/Block/Lot No.    Street Poblacion Subdivision/Village    Barangay TABANGO    LEYTE City/Municipality    Province
7. HEIGHT (m)	1.62	ZIP CODE	6536
8. WEIGHT (kg)	64.00		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121295359942	18. PERMANENT ADDRESS	Butason St. House/Block/Lot No.    Street Butason I Subdivision/Village    Barangay TABANGO    LEYTE City/Municipality    Province
12. PHILHEALTH NO.	132526410118	ZIP CODE	6536
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	770318318000	20. MOBILE NO.	915-015-7514
15. AGENCY EMPLOYEE NO.	V02007	21. E-MAIL ADDRESS (if any)	patrick.durotan@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	DUROTAN			
FIRST NAME	CELESTINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DELA PEÑA			
25. MOTHER'S MAIDEN NAME	LEONILA CABANTAC TABUQUILDE			
SURNAME	DUROTAN			
FIRST NAME	LEONILA			
MIDDLE NAME	TABUQUILDE			

(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	City Elementary School	Elementary	2009	2010		2010	N/A
SECONDARY	Eastern Visayas State University	High School	2010	2014		2014	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of San Carlos	Bachelor of Science in Mechanical Engineering	2014	2019		2019	N/A
GRADUATE STUDIES	University of San Carlos	Master of Science in Mechanical Engineering	2019		27 units		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/29/2023
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IV. CIVIL SERVICE ELIGIBILITY				LICENSE (if applicable)		
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	NUMBER	Date of Validity
					Mechanical Engineer	88.15
Driver's License		12/23/2019	LTO Carigara, Carigara, Leyte	H09-19-004972	08/25/2024	

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	12/29/2023
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	UNIVERSITY OF SAN CARLOS - MOUNTAINEERS INC. University of San Carlos, Cebu City	06/12/2017	PRESENT	255	CLIMB COORDINATOR
	CITIZEN ADVANCEMENT TRAINING EVSU-SLS, Taloban City, Leyte	06/22/2013	05/21/2014	129	VICE COMMANDER
	SCIENCE INVESTIGATORY PROJECT EVSU-SLS, Tacloban City, Leyte	06/10/2013	04/25/2014	255	ACTING LEADER

[illegible]

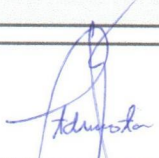
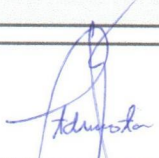
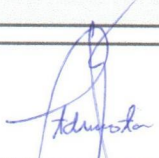
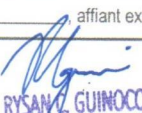


(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literate (MS Word, Excel, PPT presentation)	Solar PV Installer	UNIVERSITY OF SAN CARLOS - MOUNTAINEERS INC
Drawing		
CAD Modeling and Simulation		
Electrical Installation		
Rock Climbing		
Mountain Climbing		

(Continue on separate sheet if necessary)

12/29/2023



<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>JAKE ERNEST BINUEZA</td> <td>ORMOC CITY, LEYTE</td> <td>09994080889</td> </tr> <tr> <td>CHRIST QUINICOT</td> <td>NEGROS ORIENTAL</td> <td>09617849095</td> </tr> <tr> <td>DARWYN JAY TIBAY</td> <td>MANDAUE CITY, CEBU</td> <td>09178922733</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JAKE ERNEST BINUEZA	ORMOC CITY, LEYTE	09994080889	CHRIST QUINICOT	NEGROS ORIENTAL	09617849095	DARWYN JAY TIBAY	MANDAUE CITY, CEBU	09178922733
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>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: <b>PRC</b></td> </tr> <tr> <td>ID/License/Passport No.: <b>0120605</b></td> </tr> <tr> <td>Date/Place of Issuance: <b>12/22/2023 / PRC Main Cebu, Mandaue City, Cebu</b></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: <b>PRC</b>	ID/License/Passport No.: <b>0120605</b>	Date/Place of Issuance: <b>12/22/2023 / PRC Main Cebu, Mandaue City, Cebu</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            12/29/2023            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) 12/29/2023 Date Accomplished							
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<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>SUBSCRIBED AND SWORN to before me this <b>11 JAN 2024</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">   <b>ATTY. RYSAN C. GUINOCOR</b>            VSU Chief Legal Officer            Person Administering Oath         </div> </div> <div style="width: 35%; text-align: center;">   <b>DUROTAN, PATRICK T.</b>              Right Thumbmark         </div> </div>													



## WORK EXPERIENCE SHEET

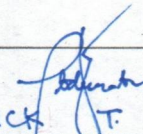
**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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: June 4, 2018 – July 21, 2018
- Position: Cadet Engineer
- Name of Office/Unit: Air Duct Installation Department
- Immediate Supervisor: Engr. Jhonex Balatayo
- Name of Agency/Organization and Location: Vinrio Construction Corporation
- List of Accomplishments and Contributions (if any)
  - Bill of materials for air duct system in MCIA terminal 2
  - CAD design and corrections of air ducts and piping in MCIA terminal 2
  - Checking AHU and ACU unit for corrections of duct installations
- Summary of Actual Duties
  - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.
  - Responsible for air flow inspection of every type of duct and air duct system designing and installation; make corrections of the air duct CAD design and billing of materials.
- Duration: February 14, 2022 - Present
- Position: Instructor 1
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Engr. Ronard G. Paña
- Name of Agency/Organization and Location: Visayas State University – Brgy. Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Made some academic related guides such as manuals and PPTs for assigned subjects during the second semester of SY. 2021 - 2022 and the first semester of SY. 2022 – 2023.
  - Contributed in the first ever Mechanical Engineering Review for graduating students as one of the instructors.
  - Spearheaded and improved the paper works of the ME workshop for ISO recertification.
  - Contributed the preparation of COPC documents in the department.
  - Assigned as an adviser for a research project of senior high school students last 2022.
- Summary of Actual Duties
  - Prepares Course Syllabi and TOS for all subjects undertaken.



- Prepares Learning Guides, PPTs, quizzes, and major examinations for all subjects undertaken.
- Responsible for catering student's inquiries in the department; provides necessary assistance in the management on the program and activities conducted by the department.
- Responsible for monitoring the ins and outs of the tools and equipment in the department. As well as, the procurement, monitoring, testing, and maintenance of all equipment in the department.
- Conducts class consultations for students who have concerns and clarifications regarding the subject.
- Responsible for being an adviser and SRC to the students that undergoes undergraduate research studies.

  
PATRICK T. DUROTAN

(Signature over Printed Name  
of Employee/Applicant)

Date: 01/12/2024