						1	4	
	PERSO	NAL DAT	A SI	HEE	T			
READ THE ATTACHED GUIDE	tation made in the Personal Data Sheet and th					ve/criminal case/s	s against the	person
Print legibly Tick appropriate boys	TO FILLING OUT THE PERSONAL DATA SHE	EET (PDS) BEFORE ACCOM	PLISHING TH	E PDS FORM	1.			
I. PERSONAL INFORMATI	es ( and use separate sheet if necessary. Indicate	N/A If not applicable. DO NOT A	ABBREVIATE.		1. CSIDN	ło.	(Do not fill t	up. For CSC use
2. SURNAME	Luna		Commence of the Commence of th					
FIRST NAME	Meriam					NAME EXTENSION	(JR SR)	
MIDDLE NAME				*			(0.1., 0.1)	
3. DATE OF BIRTH	Martinez	New Administration of the Company of					,	
(mm/dd/yyyy)	7/16/1972	16. CITIZENSHIP						nlination.
4. PLACE OF BIRTH	Ormoc City	If holder of dual citizenship,		Pls. indicate			by naturalization	
5. SEX	☐ Male ☑ Female	please indicate the	details.	T IV. III III IV III				7.0
6 CIVIL STATUS	☐ Single ☑ Married	17. RESIDENTIAL ADDRESS						
o orrice rivinos	☐ Widowed ☐ Separated	TO LONG LAND ALCOO	H	louse/Block/Lot I	Vo.		Street	
	Other/s:		S	Subdivision/Villa	20		Bunga	~
7. HEIGHT (m)	154 cm			Baybay			Barangay Leyte	
8. WEIGHT (kg)	70 kg	ZIP CODE		City/Municipality 6521	<i>y</i>		Province	
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	-	0021				
		- C. WATELLI ADDRESS	Ho	ouse/Block/Lot /	Vo.		Street	
IO. GSIS ID NO.	CM-3878143 (Policy) & CRN 006-0073-8331-3	100 mg 1 m	S	Subdivision/Villag	ne .		Bunga Barangay	
1. PAG-IBIG ID NO.	0801-074874-09			Baybay			Leyte	
2. PHILHEALTH NO.	13-000015368	ZIP CODE	City/Municipality 6521			Province		
3. SSS NO.	None	19. TELEPHONE NO.				None		
4. TIN NO.	186-777-808	20. MOBILE NO.						
5. AGENCY EMPLOYEE NO.	V000628	21. E-MAIL ADDRESS (if any)		r	neriam	luna@vsu.edi	ı ph	
FAMILY BACKGROUND			Maria de partidad				- H - J M	
2. SPOUSE'S SURNAME	Luna		23. NAME of Ch	HILDREN (Write	e full name ar	nd list all)	DATE OF BI	RTH (mm/dd/yy
FIRST NAME	Regino	NAME EXTENSION (JR., SR)		ace M. Luna				25/1988
MIDDLE NAME	Manilag		Lea M. Lu	una			9/5/1991	
OCCUPATION	Driver/Self-employed		Cindy M.	Luna	-			
EMPLOYER/BUSINESS NAME	Public Utility Vehicle						12/9/1996	
BUSINESS ADDRESS	Baybay City, Leyte	Regine M. Luna  Jessica M. Luna			4/6/1998			
TELEPHONE NO.	9365341622		Shaira M. Luna				12/24/1999	
							9/23/2001	
4. FATHER'S SURNAME	Martinez	Inner-	Dave Jhai	red M. Luna			11.	/3/2009
FIRST NAME	Teodoro	NAME EXTENSION (JR., SR)						
MIDDLE NAME	Nodalo							
MOTHER'S MAIDEN NAME								
SURNAME	Erasmo	-						
FIRST NAME	Gloria							
	Mendola			(Co	entinue on se	parate sheet if neces	ssarul	
MIDDLE NAME	ROUND						//	
MIDDLE NAME  EDUCATIONAL BACKGE		BASIC EDUCATION/DEGRE	E/COURSE	PERIOD OF A	TTENDANCE	HIGHEST LEVEL/ UNITS EARNED	YEAR GRADUATED	SCHOLARSH ACADEMIC HONORS
EDUCATIONAL BACKG	NAME OF SCHOOL (Write in full)	(Write in full)		- Control of the last of the l		(if not graduated)		
EDUCATIONAL BACKGI			tion	From 1979	To 1085	Graduat	4005	Second
EDUCATIONAL BACKGI	(Write in full)  Ormoc City Central School, Ormoc City  Bunga National High School, Bunga, Baybay City,	Primary Educa Secondary NA Ed	tion	1979	1985	Graduated	1985	RECEIVED
LEVEL  ELEMENTARY  SECONDARY  VOCATIONAL /	(Write in full)  Ormoc City Central School, Ormoc City  Bunga National High School, Bunga, Baybay City, Leyte	Primary Folica Cecondary NA Ed	tion weation	1979 1991	1985 1992	Graduated	1992	Second Honor Second Honor
LEVEL  ELEMENTARY  SECONDARY	(Write in full)  Ormoc City Central School, Ormoc City  Bunga National High School, Bunga, Baybay City, Leyte  N.A  Franciscan College of the Immaculate Conception,	Primary Educa Cecordary NA Educa		1979 1991 N.A	1985 1992 N.A	Graduated N.A	1992 N.A	Second Honor Second Honor N.A
LEVEL  ELEMENTARY  SECONDARY  VOCATIONAL / TRADE COURSE	(Write in full)  Ormoc City Central School, Ormoc City  Bunga National High School, Bunga, Baybay City, Leyte  N.A	Primary Folica Cecondary NA Ed	urse	1979 1991	1985 1992	Graduated	1992	Second Honor Second Honor

DATE

December 5, 2022

SIGNATURE

## PASSED LINE   PASSED LINE   PASSED   PASSED	27. CARE		1080 (BOARD/BAR) UNDER WS/CES/CSEE	RATING	DATE OF				LICENSE (if	applicable)
Trade Test for Data Encoder	BA			(If Applicable)				RMENT	NUMBER	
	CS	C - TESDA Skill	s (Data Encoder)	76.78%	Feb. 26, 1999	Orm	oc City			4
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WORKERPERIENCE   Windows part second work! Description of diefles should be indicated in the attached work Expensions a load of the properties and the attached work Expensions a load of the properties and the attached work Expensions a load of the properties and the attached work Expensions a load of the properties and the attached work Expensions a load of the properties and the attached work Expensions a load of the properties and the attached work Expensions a load of the properties and the proper										
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Tom	28. INCLU	JSIVE DATES					Work Exper	SALARY/ JOB/ PAY		
11/10/2013								applicable)& STEP (Format "00-0")/		SERVICE
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1996	Aug. 26,									
1996		Aug. 25,			Leyte					
SIGNATURE December 5, 2022	1 021 1000	1996	Lineigency	, ioi k	OSA/0350, V50, VI	sca Baybay, City Leyte	2,000.00/mo.		Emergency	Y
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	SIGNA	TUKE	Øm.	)		DATE	Dec			17), Page 2 of 4

IV. CIVIL SERVICE ELIGIBILITY

L VOLUNTARY WORK OR INVOLVEME	NT IN CIVIC / NON-GOVERNMENT / I	PEOPLE / VOL	UNTARY OR	ANIZATION:		The second secon
J.	OF ORGANIZATION	INCLUSIV (mm/d		NUMBER OF HOURS		POSITION / NATURE OF WORK
		From	То		10 (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	NA .
Non	9	N.A	N.A	N.A		N.A
II. LEARNING AND DEVELOPMENT (L	&D) INTERVENTIONS/TRAINING PRO		ENDED		agerial positions)	
	NT INTERVENTIONS/TRAINING PROGRAMS e in full)	ATTENDANCE (mm/dd/yyyy)  NUMBER OF HOURS Superviso Technical/		Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
flanaging Government Records and Human Resource Information System		Oct. 26, 2022	To Oct. 28, 2022	24 Hrs.	Mechain	Personnel Officers Association of the Philippin Inc., CSC-Accredited Learning and Devlopment Institution
tecords Management Including HR Record		July 14, 2021	July 16, 2021	24 Hrs.	Technical	Personnel Officers Association of the Philippin Inc., CSC-Accredited Learning and Deviopment Institution
Control Your Records before They Control flanagement and Records Control" (Webin	nar)	January 27, 2021		4 Hrs.	Technical	Department of Science and Technology- Science and Technology Information Institute (DOST-ST
Prientation of the New Supply Procurement System (SPPMIS) via Video Conference	nt & Propery Management Information		6, 2020	3 Hrs.	Technical	OVPPRGEA & Supply Office
eminar on "Enhancing SUCs' Productivit	y Through Smart and Efficient Records	Oct. 16, 2019	Oct. 18, 2019	24 Hrs.	Technical	Philippine Association of State Universities a Colleges
Vorking Towards Personal Effectiveness		Nov. 20, 2018	Nov. 23, 2018	32 Hrs.	Technical	POAP, Inc., CSC Accredited Learning and Development Institution
		9. 9.9%				
To the desired			2 1 200 4 100			1
	100 100 100					
					E 24	
VIII. OTHER INFORMATION		ntinue on separate				
31. SPECIAL SKILLS and HOBBIES	32. NO	N-ACADEMIC DISTI	NCTIONS / RECOC	SNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATI (Write in full)
Typing, Filing, Watching Television & Listening Music			ne		Administrative Personnel Association	
					3	
	(Cc	ontinue on separate	sheet if necessar	y)		

34. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,						
a. within the third degree?     b. within the fourth degree (for Local Government Unit - Car		NO NO				
35. a. Have you ever been found guilty of any administrative off	YES  If YES, give details:	NO				
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:					
36. Have you ever been convicted of any crime or violation of a any court or tribunal?	ny law, decree, ordinance or regulation by					
37. Have you ever been separated from the service in any of th retirement, dropped from the rolls, dismissal, termination, et (abolition) in the public or private sector?		YES [ If YES, give details:	√ NO			
a. Have you ever been a candidate in a national or local element service during the development service during the development service during the development.	☐ YES If YES, give details: ☐ YES	✓ NO				
<ul> <li>b. Have you resigned from the government service during the election to promote/actively campaign for a national or local</li> </ul>	If YES, give details:					
39. Have you acquired the status of an immigrant or permanen	☐ YES ☑ NO If YES, give details (country):					
<ul> <li>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972)</li> <li>a. Are you a member of any indigenous group?</li> <li>b. Are you a person with disability?</li> <li>c. Are you a solo parent?</li> </ul>	☐ YES If YES, please specify: ☐ YES If YES, please specify IE ☐ YES If YES, please specify IE	✓ NO				
41. REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee)					
NAME	ADDRESS	TEL. NO.				
Prof. Manolo B. Loreto, Jr.	VSU, Visca Baybay City, Leyte	565-0600-1070				
Mrs. Marwen A. Castañeda, RGC.	VSU, Visca Baybay City, Leyte	565-0600-1067	-			
Dr. Aleli A. Villocino	VSU, Visca Baybay City, Leyte	565-0600-1064				
42. I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of pertir Philippines. I authorize the agency head/authorized repres- agree that any misrepresentation made in this doc administrative/criminal case/s against me.	nent laws, rules and regulations of the entative to verify/validate the contents stat	Republic of the ed herein.	MERIAM M. LUNA			
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance  Government Issued ID: GSIS	M					
CRN-006-0073-8331-3 9560641355013						
Date/Place of Issuance: Tacloban City, Leyte	Signature (Sign inside the to December 5, 2022 Date Accomplished					
SUBSCRIBED AND SWORN to before me this2	5 JAN 2023 , affiant exhibit	ing his/her validly issued gov	vernment ID as indicated above.			
	Person Administering Oa	th	CS FORM 212 (Revised 2017) Page 4 of			

. . .

## **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.

## <u>Leyte State University/Visayas State University</u> <u>Visca, Baybay City, Leyte</u>

- > Emergency Clerk: February 1996 to August 1996 (10 days per month)
- Clerk/Administrative Aide III: August 26, 1996 December 31, 2022 (Casual)

- Duration: August 26, 1996 December 31, 2022
- Position: Administrative Aide III
- Name of Office/Unit: Office of the Dean of Students
- Immediate Supervisor: Prof. Manolo B. Loreto, Jr.
- Name of Agency/Organization and Location: Visayas State University-Main Campus
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in performing administrative services and financial/administrative documents: preparation of Payrolls, Vouchers, PPMP, PRs, Appointments, Certificates, Notice of Meetings, & other Communications;

 Deliver an efficient & customer friendly frontline services and performs other related functions;

Serves as Deputy Document and Records Controllers.

MERIAM M. LUNA

(Signature over Printed Name of Employee/Applicant)

Date: Dac. 1, 7022