

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	Marañan			
FIRST NAME	Clemente	Jr.		
MIDDLE NAME	Nayre			
3. DATE OF BIRTH (mm/dd/yyyy)	3/1/1986	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	Brgy. Gabas, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:	
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines	
7. HEIGHT (m)	5'3	ZIP CODE	Purok VI	
8. WEIGHT (kg)	61kg		House/Block/Lot No.	Street
9. BLOOD TYPE	AB+		Subdivision/Village	Brgy. Gabas
10. GSIS ID NO.			Baybay	Barangay
11. PAG-IBIG ID NO.	12110266426	City/Municipality	Leyte	
12. PHILHEALTH NO.	13-025155682-3		Province	
13. SSS NO.		18. PERMANENT ADDRESS	Purok VI	
14. TIN NO.	443-446-495	ZIP CODE	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.			Subdivision/Village	Brgy. Gabas
			Baybay	Barangay
			City/Municipality	Leyte
			Province	
		19. TELEPHONE NO.	6521	
		20. MOBILE NO.	N/A	
		21. E-MAIL ADDRESS (if any)	09557535284	
			ranisyan2@yahoo.com	

II. FAMILY BACKGROUND

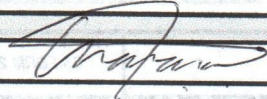
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Marañan			
FIRST NAME	Clemente	SR		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME	Truya			
SURNAME	Marañan			
FIRST NAME	Marcela			
MIDDLE NAME	Nayre			

(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	Brgy. Gabas, Baybay City, Leyte				Graduate	1999	
SECONDARY	Baybay National High School				Graduate	2003	
VOCATIONAL / TRADE COURSE							
COLLEGE	Franciscan College of the Immaculate Conception (FCIC)	Bachelor of Science in Business Administration Major in Human Resource Development Management			Graduate	2013	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/6/19	CS FORM 212 (Revised 2017), Page 1 of 1
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[illegible]

## V. WORK EXPERIENCE

[illegible]**SIGNATURE**

DATE \_\_\_\_\_

2/6/19



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVILIAN NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&amp;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)

[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)
Baking	N/A	N/A
Cooking		

(Continue on separate sheet if necessary)

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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

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.
Nello D. Gorne	Vsu- Apartment	
Berta C. Ratilla	Vsu- Apartment 50	
Alcober, Enrique	Brgy. Gabas, Baybay	

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: PhilHealth

ID/License/Passport No.: 13-025155682-3

Date/Place of Issuance:

Signature (Sign inside the box)

2/6/19

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this FEB 12 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA C. GUINOCOR

VSU 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. [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point.

To place this text box anywhere on the page, just drag it.]

*For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.*

- Duration: September 15, 2019 – May 30, 2015
- Position: Route Financing and Leasing Officer
- Name of Office/Unit: Norkis Group of Company
- Immediate Supervisor: Milven Isgana
- Name of Agency/Organization and Location: Norkis SR. Ormoc Branch, Rotonda Street, Barangay Cogon Ormoc City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Sales and collection
  - inventory of repose
  - daily reports
  - diagnose damages in making pullout receipt
- Duration: September 1, 2015 – December 28, 2018
- Position: Utility/Messenger
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Berta C. Ratilla
- Name of Agency/Organization and Location: Visayas Satate University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Janitorial and messengerial works
  - Assisting faculties in multiplying there test papers and laboratory manuals.



- Duration: January 3, 2019- Until present
- Position: Administrative Aide I
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Berta C. Ratilla
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

-Janitorial and messengerial works

-Assisting faculties in multiplying there test papers and laboratory manuals.

\_\_\_\_\_  
(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_