CS Form No. 212 Revised 2017						to to		
r ī	PERSO	NAL DATA	A SH	EET				
	tion made in the Personal Data Sheet and the	Work Experience Sheet sha	ll cause the fi	ling of admi	inistrative/d	criminal case/s ag	gainst the pe	rson
	TO FILLING OUT THE PERSONAL DATA SHEE						5.00	
Print legibly. Tick appropriate boxes PERSONAL INFORMATIO	and use separate sheet if necessary. Indicate N	/A if not applicable. DO NOT ABE	BREVIATE.		1. CS ID No.		(Do not fill up. I	For CSC use only
2 SURNAME	Luna							
FIRST NAME	Meriam					NAME EXTENSION (JR.	, SR) N.A.	
MIDDLE NAME	Martinez							
3. DATE OF BIRTH	7/16/1972	40 OUTSTANDING						
(mm/dd/yyyy)		16. CITIZENSHIP					by naturali	zation
4. PLACE OF BIRTH	Ormoc City	If holder of dual citizenship, please indicate the details.			Pls. indicate or	ountry:		
5. SEX	☐ Male ☐ Female		idilo.					
6 CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Subdivision/Village			Street Bunga Barangay		
7. HEIGHT (m)	154 cm		Baybay			Leyte		
8. WEIGHT (kg)	70 kg	ZIP CODE	65	ity/Municipality 21			Province	1.00
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	£					
10. GSIS ID NO.	CM-3878143 (Policy) & CRN 006-0073-8331-3		Hou	se/Block/Lot No).	Street Bunga		
11. PAG-IBIG ID NO.	0801-074874-09		Sul	bdivision/Village Baybay	9	Barangay Leyte		V
			C	ity/Municipality		Province		
12. PHILHEALTH NO.	13-000015368	ZIP CODE		6521				
13. SSS NO.	None	19. TELEPHONE NO.				None		
14. TIN NO.	186-777-808	20. MOBILE NO.	09359953253					
15. AGENCY EMPLOYEE NO.	V000628	21. E-MAIL ADDRESS (if any)	meriam.luna@vsu.edu.ph					
II. FAMILY BACKGROUND								
22. SPOUSE'S SURNAME	Luna		23. NAME of CH	Section 1995	full name and	list all)	DATE OF BIR	TH (mm/dd/yyyy)
FIRST NAME	Regino	NAME EXTENSION (JR., SR) N.A.	Diana Grace M. Luna			2/25/1988		
MIDDLE NAME	Manilag		Lea M. Luna			9/5	9/5/1991	
OCCUPATION	Driver/Self-employed	Cindy M. Luna Regine M. Luna				12/9/1996 4/6/1998		
EMPLOYER/BUSINESS NAME	Public Utility Vehicle							
BUSINESS ADDRESS	Baybay City, Leyte		Jessica M. Luna Shaira M. Luna				12/24/1999	
TELEPHONE NO.	9365341622		Dave Jhared M. Luna			9/23/2001		
24. FATHER'S SURNAME	Martinez	NAME EXTENSION (JR., SR) N.A.	Dave Jilai	ed W. Luna			11/3/2009	
FIRST NAME	Teodoro							
MIDDLE NAME	Nodalo							<u>- 1</u>
25. MOTHER'S MAIDEN NAME	F							
SURNAME FIRST NAME	Gloria							
MIDDLE NAME	Mendola							
III. EDUCATIONAL BACKS				(UI	onunue on se	parate sheet if neces	sary)	
26.				OFFINAN OF		HIGHEST LEVEL/		SCHOLARSHIP
LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	E/COURSE	From	To	UNITS EARNED (if not graduated)	YEAR GRADUATED	RECEIVED
ELEMENTARY	Ormoc City Central School, Ormoc City	Primary Educatio	on	1979	1985	Graduated	1985	Second Honor
SECONDARY	Bunga National High School, Bunga, Baybay City, Leyte	Secondary Educati	ion	1991	1992	Graduated	1992	Second Honor
VOCATIONAL / TRADE COURSE	N.A	NA		N.A	N.A	N.A	N.A	N.A
COLLEGE	Franciscan College of the Immaculate Conception, Baybay City, Leyte	Junior Secretarial Course		1993	1995	Graduated	1995	N.A
	Franciscan College of the Immaculate Conception, Baybay City, Leyte	Bachelor of Science in Office	Administration	2002	2003	18 units	N.A	N.A
GRADUATE STUDIES	N.A	N.A		N.A	N.A	N.A	N.A	N.A
		Continue on separate sheet if nece	esan/i					

DATE

June 6, 2023

SIGNATURE

IV. CIVIL SE	RVICE ELIGIB	PILITY						CONTRACTOR OF THE PARTY OF THE	6
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		RATING	DATE OF EXAMINATION /	PLACE OF EXAMINA	PLACE OF EXAMINATION / CONFERMENT		LICENSE (if applicable) Date of		
		(If Applicable)	CONFERMENT		NUMBER	* Validity			
CSC	CSC - TESDA Skills (Data Encoder)		76.78%	Feb. 26, 1999	Ormo	Ormoc City			Expire
. т	Trade Test for Data Encoder		Passed	Mar. 3, 1999 Taclot		oan City		Misplace	Expire
				y					
					ne c _a v = co				
	, i								
			(C	ontinue on separate sheet i	f necessary)				
	XPERIENCE	Charl from your recent	work) Descriptio	n of duties should be	indicated in the attached	Work Evneri	ence sheet		
28. INCLU	SIVE DATES				NCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if	STATUS OF	GOVT
From	n/dd/yyyy) To	POSITION T (Write in full/Do not			Do not abbreviate)	SALARY	applicable)& STEP (Format "00-0")/ INCREMENT	APPOINTMENT	SERVICE (Y/ N)
7/1/2023	Present	Clerk/Administra	tive Aide III	DSO, VSU, Visca Ba	ybay, City Leyte	14,125.10	N.A.	Casual	Υ
Aug. 26, 1996	06/30/2023	Clerk/Administra	tive Aide III	OSA/USSO/ODS/DS City Leyte	O VSU, Visca Baybay,	14,125.10	N.A.	Casual	Υ
Feb. 1996	Aug. 25, 1996	Emergency	Clerk		isca Baybay, City Leyte	2,000.00/mo.	N.A.	Emergency	Υ
				\(\frac{1}{2}\)					
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				1					
				-64°.					
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				111					
				1.5					
				1.0					
	100								
				75					
				4					
-									
SIGN	ATURE		AN	Continue on separate sheet	if necessary) DATE	Ju	ne 6, 2023		

29. NAME & ADDRESS OF ORG	ME & ADDRESS OF ORGANIZATION		INCLUSIVE DATES				
(Write in full)	23	(mm/dd	d/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK	
None		N.A	N.A	N.A		N.A	
I. LEARNING AND DEVELOPMENT (L&D) IN a art from the most recent L&D/training program and include it	ERVENTIONS/TRAINING PRO		ENDED		ierial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
Managing Government Records and Human Resource Information System		Oct. 26, 2022	Oct. 28, 2022	24 Hrs.	Technical	Personnel Officers Association of the Philippine Inc., CSC-Accredited Learning and Deviopment Institution	
Records Management Including HR Records		July 14, 2021	July 16, 2021	24 Hrs.	Technical	Personnel Officers Association of the Philippin Inc., CSC-Accredited Learning and Devlopment Institution	
Control Your Records before They Control You: The lanagement and Records Control" (Webinar)		January	27, 2021	4 Hrs.	Technical	Department of Science and Technology-Science and Technology Information Institute (DOST-ST	
Prientation of the New Supply Procurement & Pro System (SPPMIS) via Video Conference	ears Sey II - Je	May 2	6, 2020	3 Hrs.	Technical	OVPPRGEA & Supply Office	
Seminar on "Enhancing SUCs' Productivity Throu flanagement"	gh Smart and Efficient Records	Oct. 16, 2019	Oct. 18, 2019	24 Hrs.	Technical	Philippine Association of State Universities a Colleges	
Vorking Towards Personal Effectiveness	Abres (58° to 10° co	Nov. 20, 2018	Nov. 23, 2018	32 Hrs.	Technical	POAP, Inc., CSC Accredited Learning and Development Institution	
					8.20.00		
	n is didner that you do		2344,744		W 200 I		
VIII. OTHER INFORMATION	(Co.	ntinue on separale	sheet if necessar	y)			
31. SPECIAL SKILLS and HOBBIES	32. NO	N-ACADEMIC DIST		GNITION	entral de la companya	33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT	
Typing, Filing, Watching Television & Listening Music			ite in full)		Administrative Personnel Association		
		ontinue on separa	la cheat il nonno	ary)			
	10	ontinue on separa	te street if necessa	## # # # # # # # # # # # # # # # # # #			

34.	Are you related by consanguinity or affinity to the appointing o	r recommending authority, or to the						
	chief of bureau or office or to the person who has immediate s Bureau or Department where you will be apppointed,		1					
	a. within the third degree?	YES NO						
	b. within the fourth degree (for Local Government Unit - Caree	YES NO						
		If YES, give details:						
35	a. Have you ever been found guilty of any administrative offer	YES	✓ NO					
33.	a. Have you doe. Zeen rearra gam, or any	If YES, give details						
	b. Have you been criminally charged before any court?		☐ YES ☑ NO					
	and the second s		If YES, give details					
		the second section of the second seco	Date Filed: Status of Case/s:					
26	Have you ever been convicted of any crime or violation of any	/ law, decree, ordinance or regulation by	YES	✓ NO				
30.	any court or tribunal?		If YES, give details:					
	,	C. II						
37.	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, end	lollowing modes: resignation, of term, finished contract or phased out	YES If YES, give details	☑ NO				
	(abolition) in the public or private sector?		, 3					
38.	a. Have you ever been a candidate in a national or local elec	tion held within the last year (except	YES	✓ NO				
	Barangay election)?		If YES, give details:					
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local of	☐ 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) Mag	na 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?	☐ YES ☑ NO						
b.	Are you a person with disability?	If YES, please specify: ☐ YES ☑ NO						
	The year a person that all abusing t	If YES, please specify ID No:						
C.	Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:						
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	appointee)						
	NAME	ADDRESS	TEL. NO.					
Ms.	Chona A. Brit, RGC.	VSU, Visca Baybay City, Leyte	565-0600-1070	(a)				
Mrs	s. Marwen A. Castañeda, RGC.	VSU, Visca Baybay City, Leyte	565-0600-1067	(40)				
Dr.	Aleli A. Villocino	VSU, Visca Baybay City, Leyte	565-0600-1064					
42.	I declare under oath that I have personally accomplished	this Personal Data Sheet which is a	true, correct and	Sandy.				
	complete statement pursuant to the provisions of pertine							
	Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu							
	administrative/criminal case/s against me.	ment and its attachments shall cau	se the filling of					
[c	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)							
	PLEASE INDICATE ID Number and Date of Issuance	a l						
G	Government Issued ID: GSIS							
C	RN-006-0073-8331-3 9560641355013	oox)						
D	ate/Place of Issuance: Tacloban City, Leyte		Right Thumbmark					
	SUBSCRIBED AND SWORN to before me this 24	JUL 2023affiant exhibit	ing his/her validly issued	government ID as indicated above.				
		All						
		ATTY, RYSAN C. GUINOCOR VSU Chef Legal Officer						
		Person Administering Oa	łń .					
	and the second of the second o							