

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	BANDALAN		
FIRST NAME	MARVIN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BAYNO		
3. DATE OF BIRTH (mm/dd/yyyy)	09/15/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country.
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
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	N/A House/Block/Lot No. N/A Subdivision/Village BAYBAY City/Municipality LEYTE 6521-A
7. HEIGHT (m)	1.58	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village BAYBAY City/Municipality LEYTE 6521-A
8. WEIGHT (kg)	57.15	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	O	20. MOBILE NO.	0936-392-3419
10. GSIS ID NO.	2004171176 (BP)	21. E-MAIL ADDRESS (if any)	marvin.bandalan@vsu.edu.ph
11. PAG-IBIG ID NO.	1210-6477-1161		
12. PHILHEALTH NO.	13-000104968-3		
13. SSS NO.	06-3309895-5		
14. TIN NO.	429-108-264-000		
15. AGENCY EMPLOYEE NO.	V-00941		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BANDALAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AILEEN	NAME EXTENSION (JR., SR)	NEEL AIMAR R. BANDALAN	03/16/2015
MIDDLE NAME	ROLUNA			
OCCUPATION	APPRAISER			
EMPLOYER/BUSINESS NAME	PALAWAN PAWNSHOP			
BUSINESS ADDRESS	COGON, ORMOC CITY, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BANDALAN			
FIRST NAME	LITO (DECEASED)	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PEREZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	BAYNO			
FIRST NAME	BIENVENIDA (DECEASED)			
MIDDLE NAME	MARTORILLAS			

(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	SAN ISIDRO ELEMENTARY SCHOOL	PRIMARY EDUCATION	1997	2003	N/A	2003	Valedictorian
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL (LSU-LHS)	HIGH SCHOOL	2003	2007	N/A	2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN FOOD TECHNOLOGY	2007	2011	N/A	2011	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT	2011	2016	27	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

1/17/2025

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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
	CAREER SERVICE PROFESSIONAL	80.19	10/16/2011	LEYTE NORMAL UNIVERSITY - TACLOBAN LEYTE	N/A	N/A

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

(Continue on separate sheet if necessary)			
SIGNATURE	1/1	DATE	1/17/2025
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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		
N/A		N/A	N/A	N/A	N/A

(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			
	Public Financial Managemenet Workshop	09/18/2024	09/20/2024	24.0	Managerial	DBM Regional Office VIII
	ISO 9001:2015 Awareness/Re-awareness Seminar	9/9/2024	9/9/2024	8.0	Technical	Visayas State University
	RA 9184 and Its Revised Implementing Rules and Regulations	2/7/2024	4/7/2024	24.0	Technical	DBM - RO VIII/ Regio Eight Association of Local Budget Officers (REALBO) Inc.
	RA 9184 and Its Revised Implementing Rules and Regulations	3/5/2021	7/5/2021	40.0	Technical	VISAYAS STATE UNIVERSITY/GPPB
	Know Your Money and Counterfeit Detection	02/26/2021	02/26/2021	6.0	Technical	BANKERS INSTITUTE OF THE PHILIPPINES INC.
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8.0	Technical	VISAYAS STATE UNIVERSITY
	Operational Planning Workshop and Reframing of the Strategic Plan	5/10/2020	7/10/2020	24.0	Technical	VISAYAS STATE UNIVERSITY
	Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan	09/30/2020	09/30/2020	8.0	Technical	VISAYAS STATE UNIVERSITY
	PhilGEPS Training	07/17/2019	07/18/2019	16.0	Technical	PHILGEPS
	Fire Brigafe under RA 9514 or Fire Code of the Philippines of 2008	5/11/2018	9/11/2018	40.0	Technical	BFP
	Basic Supervisory Training	11/23/2012	11/24/2012	16.0	Supervisory	ALFA ALL FOOD ASIA, INC.

(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 LITERATE		N/A		PHILIPPINE ASSOCIATION OF FOOD TECHNOLOGIST- KAPPA STUDENT CHAPTER
	BASKETBALL				KNIGHTS OF COLUMBUS
					VSUCC
					VSU ADPA

(Continue on separate sheet if necessary)

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.
ENGR. NESTOR M. ISRAEL	HIBUNAWAN, BAYBAY CITY, LEYTE	09361134045
ALICIA M. FLORES	GUADALUPE, BAYBAY CITY, LEYTE	09176341430
JESSAMINE C. ECLEO	PANGASUGAN, BAYBAY CITY, LEYTE	09985550106

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.



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MARVIN B. BANDALAN

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DRIVER'S LICENSE

ID/License/Passport No.: H12-17-001820

Date/Place of Issuance: BAYBAY CITY, LEYTE

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 21 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ALEGRA S. MONTERO
VSU Director, Legal Affairs and Services

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.

- Duration: August 16, 2022 - present
- Position: Administrative Aide IV
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Andrew A. Mazo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for the request and acquisition, repair and maintenance and inventory of all sports supplies and equipment including request for waste of unserviceable supplies and equipment of the Institute; Issuance of sports supplies/equipment to faculty, staff and students for instruction and university sporting events.


- Duration: December 1, 2016 – August 15, 2022
- Position: Administrative Aide III
- Name of Office/Unit: Office for Auxiliary Services and Income Generating Projects Office
- Immediate Supervisor: Prof. Argina M. Pomida
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for the maintenance of sanitation of VSU Market and Other Rented Facilities, preparation and dissemination of Statement of Account, the preparation of all office pertinent documents, collection and remittances of IGP projects attached to the office, preparation and submission of IGP Monthly Financial Reports, issuance of order of payment for IGPs, Initial auditing, recording and filing of submitted RF and STF Monthly Financial Reports, facilitates its approval and transmittal to Commission on Audit; Provides assistance, inventory and conduct of annual review for all IGPs.

- Duration: October 01, 2013 – November 30, 2016
- Position: Sanitation Office/Clerk
- Name of Office/Unit: Office for Auxiliary Services and Income Generating Projects Office
- Immediate Supervisor: Dr. Eutiquio E. Sudaria
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for the maintenance of sanitation of VSU Market and Other Rented Facilities, the preparation of all office pertinent documents, collection and remittances of IGP projects attached to the office, issuance of order of payment for IGPs, Initial auditing, recording and filing of submitted RF and STF Monthly Financial Reports, facilitates its approval and transmittal to Commission on Audit; Provides assistance, inventory and conduct of annual review for all IGPs.

- Duration: July 1, 2011 – September 30, 2012
- Position: Laborer
- Name of Office/Unit: Office for Auxiliary Services and Income Generating Projects Office
- Immediate Supervisor: Dr. Sulpecio C. Bantugan
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for the collection and remittances of VSU Market and Other Rented Facilities Project, preparation and dissemination of Statement of Account, preparation of all office pertinent documents, Issuance of Ambulant Vendors Permit; Provides assistance, inventory and conduct of annual review for all IGPs.


MARVIN B. BANDALAN

(Signature over Printed Name
of Employee/Applicant)

Date: 11/17/25