

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	MUAÑA		
FIRST NAME	ROGER	NAME EXTENSION (JR., SR) SENIOR	
MIDDLE NAME	TORCINO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/01/1973	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.63	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	64		SITIO LONoy SAN ISIDRO
9. BLOOD TYPE	"O"		Subdivision/Village Barangay
10. GSIS ID NO.	021-1942-5911-4		BAYBAY LEYTE
11. PAG-IBIG ID NO.	915232591031		City/Municipality Province
12. PHILHEALTH NO.	13-0500062862-7	18. PERMANENT ADDRESS	
13. SSS NO.	06-2325840-4	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	286-657-374		SITIO LONoy SAN ISIDRO
15. AGENCY EMPLOYEE NO.	V00844		Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09263177821
		21. E-MAIL ADDRESS (if any)	NONE

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MUAÑA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELMA	NAME EXTENSION (JR., SR) III	REGINNE D. MUAÑA	06/11/2002
MIDDLE NAME	DALANON		SARAH JEAN D. MUAÑA	07/08/2005
OCCUPATION	HOUSEWIFE		CHARISE D. MUAÑA	03/01/2013
EMPLOYER/BUSINESS NAME	N/A		CHARLINE D. MUAÑA	12/08/2016
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MUAÑA			
FIRST NAME	TOMAS	NAME EXTENSION (JR., SR) SENIOR		
MIDDLE NAME	BASARTE			
25. MOTHER'S MAIDEN NAME				
SURNAME	TORCINO			
FIRST NAME	ANGELITA			
MIDDLE NAME	SURINGA			

(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	CARLOS P. GARCIA ELEMENTARY SCHOOL	PRIMARY EDUCATION	1980	1986		1986	NONE
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1986	1990		1990	NONE
VOCATIONAL / TRADE COURSE	CONCORD TECHNICAL INSTITUTE	AUTOMOTIVE MECHANIC	1993	1994		1994	NONE
COLLEGE	NONE						
GRADUATE STUDIES	NONE						

(Continue on separate sheet if necessary)

11-04-21



IV. CIVIL SERVICE ELIGIBILITY

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
NC II AUTOMOTIVE SERVICING	PASSED	11/04/2013	TESDA, CALUBIAN, LEYTE	13080302004329	11/04/2013

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2021	PRESENT	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	P16,200.00	6	TEMPORARY/ REGULAR	YES
01/01/2020	12/31/2020	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	P15,524.00	6	TEMPORARY/ REGULAR	YES
01/01/2019	31/12/2019	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	P14,847.00	6	TEMPORARY/ REGULAR	YES
01/07/2018	31/12/2018	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY	P14,847.00	6	TEMPORARY/ REGULAR	YES
01/01/2017	31/12/2017	HEAVY EQUIPMENT OPERATOR I	VISAYAS STATE UNIVERSITY	P12,155.00	4	TEMPORARY/ REGULAR	YES
01/01/2016	31/12/2016	HEAVY EQUIPMENT OPERATOR I	VISAYAS STATE UNIVERSITY	P11,658.00	4	TEMPORARY/ REGULAR	YES
01/07/2015	31/12/2015	HEAVY EQUIPMENT OPERATOR I	VISAYAS STATE UNIVERSITY	P11,181.00	4	TEMPORARY/ REGULAR	YES
01/07/2014	30/06/2015	HEAVY EQUIPMENT OPERATOR I	VISAYAS STATE UNIVERSITY	P11,181.00	4	TEMPORARY/ REGULAR	YES
16/10/2011	6/31/2014	DIESEL MACHANIC	VISAYAS STATE UNIVERSITY	P350.00/DAY		JOB ORDER	YES
15/07/2008	31/03/2011	DIESEL MACHANIC	AUTOMATIC ORMOC BRANCH				NO
24/09/2005	29/04/2008	DIESEL MACHANIC	HYPER AUTOMOTIVE ORMOC BRANCH				NO
17/09/2002	23/09/2005	DIESEL MACHANIC	HYPER AUTOMOTIVE CEBU BRANCH				NO
20/01/1999	04/05/2002	DIESEL MACHANIC	NK MOTORS				NO
26/06/1997	25/08/1999	GAS/DIESEL MECHANIC	TOTAL CARCARE, INCORPORATED				NO
08/04/1996	15/03/1997	MECHANIC	888 HANDYMAN SERVICING				NO
18/01/1995	20/02/1996	DELIVERY TRUCK DRIVER	EMCOR APPLIANCE, INCORPORATED				NO

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11-04-21
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[illegible]

**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)

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	11-09-21
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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)?	<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?	<div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. HENRY Y. GOLTIANO	VISAYAS STATE UNIVERSITY	9086866102
MS. ALICE FLORES	VISAYAS STATE UNIVERSITY	

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.

ID picture taken within the last 6 months  
3.5 cm. X 4.5 cm  
(passport size)

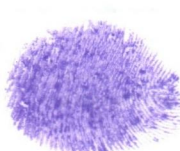
With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

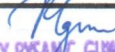
PHOTO

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.:	G01-94-179776
Date/Place of Issuance:	BAYBAY CITY, LEYTE


Signature (Sign inside the box)
11-09-21
Date Accomplished


Right Thumbmark

SUBSCRIBED AND SWORN to before me this 02 DEC 2021, affiant exhibiting his/her validly issued government ID as indicated above.

 ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer
Person Administering Oath