

# 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	QUEVEDO		
FIRST NAME	MARK JOSHUA		NAME EXTENSION (JR., SR)
MIDDLE NAME	SOMBILON		
3. DATE OF BIRTH (mm/dd/yyyy)	9/15/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	COTTAGE L, DUPLEX HOUSING House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521-A
7. HEIGHT (m)	1.89	18. PERMANENT ADDRESS	COTTAGE L, DUPLEX HOUSING House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521-A
8. WEIGHT (kg)	78	19. TELEPHONE NO.	(053) 563-7870
9. BLOOD TYPE	O	20. MOBILE NO.	09464729894
10. GSIS ID NO.	021-1430-6209-8	21. E-MAIL ADDRESS (if any)	mark.quevedo@vsu.edu.ph
11. PAG-IBIG ID NO.	914070076336		
12. PHILHEALTH NO.	13-025145588-7		
13. SSS NO.	06-3325512-5		
14. TIN NO.	284-147-455		
15. AGENCY EMPLOYEE NO.	V000777		

## 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		N/a	N/A
OCCUPATION	N/A		N/a	N/A
EMPLOYER/BUSINESS NAME	N/A		N/a	N/A
BUSINESS ADDRESS	N/A		N/a	N/A
TELEPHONE NO.	N/A		N/a	N/A
24. FATHER'S SURNAME	QUEVEDO		N/a	N/A
FIRST NAME	MARCELO	NAME EXTENSION (JR., SR)	N/a	N/A
MIDDLE NAME	AMARILLA		N/a	N/A
25. MOTHER'S MAIDEN NAME			N/a	N/A
SURNAME	SOMBILON		N/a	N/A
FIRST NAME	ELIZABETH		N/a	N/A
MIDDLE NAME	MATUGUINA		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	ELEMENTARY	6/26/1998	4/26/2004	N/A	2004	N/A
SECONDARY	VISAYAS STATE UNIVERSITY, LABORATORY HIGH SCHOOL	HIGH SCHOOL	6/26/2004	4/30/2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	6/26/2008	4/30/2012	N/A	2012	N/A
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MASTER OF SCIENCE IN INFORMATION TECHNOLOGY	6/26/2014	6/26/2015	18	N/A	N/A
	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE MAJOR IN AGRONOMY	6/26/2015	12/31/2018	N/A	2018	CHEDK12

(Continue on separate sheet if necessary)

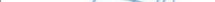
SIGNATURE		DATE	September 2, 2021	CS FORM 212 (Revised 2017), Page 1 of 4
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	NCIV (Programming)	PASSED	11/11/2011	Visayas State University		12/11/2011
	CIVIL SERVICE PASSER	PASSED	10/26/2014	MAASIN CITY		12/9/2014

## V. WORK EXPERIENCE

[illegible]

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[illegible]

#### VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

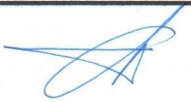
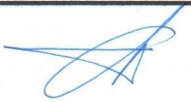
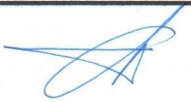



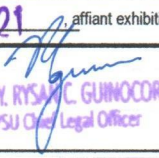
## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Mechanic	N/A	CFC-SFC/CFC-YFC
Welder		
Plumber		
Farm Machinery Operator		

(Continue on separate sheet if necessary)				
<b>SIGNATURE</b>		<b>DATE</b>	<b>September 2, 2021</b>	<b>CS FORM 212 (Revised 2017), Page 3 of 4</b>

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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>VICTOR B. ASIO</td> <td>VSU</td> <td>NA</td> </tr> <tr> <td>KARMELLA B. TULIN</td> <td>VSU</td> <td>NA</td> </tr> <tr> <td>JUDE B. ROSA</td> <td>VSU</td> <td>NA</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	VICTOR B. ASIO	VSU	NA	KARMELLA B. TULIN	VSU	NA	JUDE B. ROSA	VSU	NA
NAME	ADDRESS	TEL. NO.											
VICTOR B. ASIO	VSU	NA											
KARMELLA B. TULIN	VSU	NA											
JUDE B. ROSA	VSU	NA											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: UMID 021-1430-6209-8</td> </tr> <tr> <td>ID/License/Passport No.: Driver's License H12-10-000388</td> </tr> <tr> <td>Date/Place of Issuance: Baybay City</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: UMID 021-1430-6209-8	ID/License/Passport No.: Driver's License H12-10-000388	Date/Place of Issuance: Baybay City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            September 2, 2021            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) September 2, 2021 Date Accomplished						
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<p>SUBSCRIBED AND SWORN to before me this <u>12 OCT 2021</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;">   <b>ATTY. RYSA C. GUINOCOR</b>        VSU Chief Legal Officer  <hr/>       Person Administering Oath     </div>													



## 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.

**Sample: If applying to Supervising Administrative Officer**

- Duration March 4, 2019 – present
  - Position: IT Specialist
  - Name of Office/Unit: Office of the Graduate School
  - Immediate Supervisor: Anabella B. Tulin
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Developed OGS Database
    - Layout of Graduate School Programs Manual of Operations
  - Summary of Actual Duties
    - Development and maintenance of OGS Database and website, assist in enrolling students and their concerns, manuscript and outline format checking, Science and Humanities Journal review and layout facilitation and other related functions
- 
- Duration: January 7, 2013 – December 31, 2016
  - Position: Science Research Assistant
  - Name of Office/Unit: Annals of Tropical Research
  - Immediate Supervisor: Victor B. Asio
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Journal article Facilitation and Layout
  - Summary of Actual Duties
    - Facilitation of Journal articles for review and possible publication and other related functions
- 
- Duration: November 26, 2012 – January 7, 2013
  - Position: Programmer
  - Name of Office/Unit: IT Department
  - Immediate Supervisor: Jeff Allego



- Name of Agency/Organization and Location: Cebu English Learning Institute,
  - List of Accomplishments and Contributions (if any)
    -
  - Summary of Actual Duties
    - Program online based operating system

MARK SOGMA S. GUEVEDO

(Signature over Printed Name  
of Employee/Applicant)

Date: 9/2/2021