

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	BURLAS		
FIRST NAME	MARLON	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GARANDE		
3. DATE OF BIRTH (mm/dd/yyyy)	09/17/1982	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	MARIVELES, BATAAN	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	SITIO AHAG House/Block/Lot No. Street BARANGAY CAN-UNTOG Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
7. HEIGHT (m)	165 m	18. PERMANENT ADDRESS	SITIO AHAG House/Block/Lot No. Street BARANGAY CAN-UNTOG Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
8. WEIGHT (kg)	75 kg	19. TELEPHONE NO.	+63917 106 0910
9. BLOOD TYPE	B+	20. MOBILE NO.	+63917 634 1520
10. GSIS ID NO.	BP# 2005109901	21. E-MAIL ADDRESS (if any)	wasdakamrln@gmail.com/marlon.burlas@vsu.edu.ph
11. PAG-IBIG ID NO.	1211-1123-7133		
12. PHILHEALTH NO.	13-050135919-0		
13. SSS NO.	CRN 0111-4823603-6		
14. TIN NO.	936-201-622		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ELEGIO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MAY JAY	MIRA GABRIELLE E. BURLAS	12/28/2018*
MIDDLE NAME	ESGUERRA	N/A	N/A
OCCUPATION	KEY ACCOUNT SPECIALIST	N/A	N/A
EMPLOYER/BUSINESS NAME	DELFI MARKETING INCORPORATED	N/A	N/A
BUSINESS ADDRESS	30M TUAZON STREET, PARANG, MARIKINA, METRO MANILA	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A
24. FATHER'S SURNAME	BURLAS		
FIRST NAME	MARIO		
MIDDLE NAME	DADIZON		
25. MOTHER'S MAIDEN NAME			
SURNAME	GARANDE		
FIRST NAME	LUZ		
MIDDLE NAME	FONTILAR		

(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	CAN-UNTOG ELEMENTARY SCHOOL	PRIMARY EDUCATION GRADUATE	1989	1995		1995	VALEDICTORI AN
SECONDARY	IPIL NATIONAL HIGH SCHOOL	SECONDARY EDUCATION GRADUATE	1995	1999		1999	SALUTATORI AN
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY - ORMOC CAMPUS	BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING	2008	2011		2011	
	EASTERN VISAYAS STATE UNIVERSITY - TACLOBAN MAIN CAMPUS	BACHELOR OF SCIENCE IN GEOTHERMAL ENGINEERING	1999	2004		2004	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 08, 2019
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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
	LICENSURE FOR MECHANICAL ENGINEER	81.5%	10/24/2011	GUADALUPE, CEBU CITY	0077404	2020
	PROFESSIONAL DRIVER'S LICENSE	N/A	01/18/2005	ORMOC CITY, LEYTE	H0305000191	2019

(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.

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(Continue on separate sheet if necessary)

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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)		POSITION / NATURE OF WORK
		From	To	
	KRISTYANONG KABATAAN PARA SA BAYAN - ORMOC CITY CHAPTER	01/20/2008	PRESENT	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)
		From	To		
	DISASTER RISK REDUCTION TRAINING FOR NGCP PARTNER COMMUNITIES	06/20/2019	06/22/2019	24 HOURS	TECHNICAL
	IN-HOUSE TRAINING ON REPUBLIC ACT 9184 AND 2016 REVISED IRR	06/10/2019	06/12/2019	24 HOURS	TECHNICAL
	SEMINAR-WORKSHOP ON FUNDAMENTALS OF FORENSIC ENGINEERING	05/31/2019	05/31/2019	8 HOURS	TECHNICAL
	SEMINAR ON THE REVISED IMPLEMENTING RULES AND REGULATION OF THE REPUBLIC ACT 9184	03/20/2019	03/22/2019	24 HOURS	TECHNICAL
	FUNDAMENTALS OF FIRE PROTECTION ENGINEERING	03/15/2019	03/15/2019	8 HOURS	TECHNICAL
	TRANSFORMATIONAL LEADERSHIP IN A CHANGING ENVIRONMENT	10/16/2018	10/19/2018	40 HOURS	MANAGERIAL/SUPERVISORY
	PERFORMANCE TARGETING WORKSHOP	07/31/2018	07/31/2018	8 HOURS	MANAGERIAL/SUPERVISORY
	SEMINAR-WORKSHOP ON COMPETENCY-BASED HR SYSTEM	07/04/2018	07/06/2018	24 HOURS	MANAGERIAL/SUPERVISORY
	EQUIPMENT OPERATION TRAINING PROGRAM OF COUNTY BUS	06/06/2018	06/07/2018	16 HOURS	TECHNICAL
	SEMINAR-WORKSHOP ON COACHING FOR EFFECTIVE PERFORMANCE	02/22/2018	02/23/2018	16 HOURS	MANAGERIAL/SUPERVISORY
	RE-ORIENTATION ON THE 5S INTERNAL AUDIT REQUIREMENT	06/22/2017	06/22/2017	8 HOURS	MANAGERIAL/SUPERVISORY
	OVPAF STRATEGIC PLANNING WORKSHOP	02/15/2017	02/16/2017	16 HOURS	MANAGERIAL/SUPERVISORY
	BASIC OCCUPATIONAL SAFETY AND HEALTH SEMINAR (BOSH)	03/09/2015	03/12/2015	40 HOURS	TECHNICAL
	EXCELLENCE IN SUPERVISION SEMINAR	10/25/2014	10/25/2014	8 HOURS	MANAGERIAL/SUPERVISORY
	ISO -9001 VERSION 2008 (AWARENESS SEMINAR)	07/13/2012	07/13/2012	10 HOURS	MANAGERIAL/SUPERVISORY
	AUTOMOTIVE MECHANIC	07/03/2006	12/29/2006	280 HOURS	TECHNICAL
	DOMESTIC REFRIGERATION AND AIR CONDITIONING	07/04/2006	12/30/2006	281 HOURS	TECHNICAL

(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		VISAYAS STATE UNIVERSITY -ISO INTERNAL AUDIT TEAM
	AUTOCAD (2D AND 3D)				PHILIPPINE SOCIETY OF MECHANICAL ENGINERS - ORMOC KANANGA CHAPTER
	PLAYING GUITAR AND KEYBOARD				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 08, 2019
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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:

PRIVATE SECTOR-FINISHED CONTRACT

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.
MARIO LILIO VALENZONA	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	09176341514
ROQUE PEÑALOSA	LINAO, ORMOC CITY, LEYTE	09199902580
HOMAR SALVA	LAO, ORMOC CITY LEYTE	09171178882

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: UNIFIED MULTI-PURPOSE ID


ID/License/Passport No.: CRN 0111-4823603-6

Date/Place of Issuance: 2015/ORMOC CITY


Signature (Sign inside the box)

JULY 08, 2019

Date Accomplished



MARIO LILIO VALENZONA
PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 04 SEP 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4