

# 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	ANDRINO		
FIRST NAME	MARLON	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TERAYTAY		
3. DATE OF BIRTH (mm/dd/yyyy)	25/04/1980	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	SAN ISIDRO, SURIGAO DEL NORTE	If holder of dual citizenship, please indicate the details.	Philippines
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	TAB-ANG House/Block/Lot No. _____ Street _____ KILIM Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ 6521
7. HEIGHT (m)	1.65	ZIP CODE	
8. WEIGHT (kg)	72		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	TAB-ANG House/Block/Lot No. _____ Street _____ KILIM Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ 6521
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	1830-0034-2707		
12. PHILHEALTH NO.	19-090052858-6		
13. SSS NO.	06-2244202-0	19. TELEPHONE NO.	N/A
14. TIN NO.	932-531-989-000	20. MOBILE NO.	09356174576
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	mandrino2012@gmail.com

## 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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ANDRINO			
FIRST NAME	FLORO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LICARDO			
25. MOTHER'S MAIDEN NAME	N/A			
SURNAME	TERAYTAY			
FIRST NAME	ANTONINA			
MIDDLE NAME	CUSTODIO			

(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	KILIM ELEMENTARY SCHOOL	PRIMARY	1988	1994		1994	VALEDICTORIAN
SECONDARY	VISCA LABORATORY HIGH SCHOOL	SECONDARY	1994	1998		1998	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	LEYTE STATE UNIVERSITY	TERTIARY	1998	2002		2002	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERAL	2010	2013		2013	N/A

(Continue on separate sheet if necessary)

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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
	CAREER SERVICE PROFESSIONAL ELIGIBILITY	82.20%	25/04/2010	LEYTE NORMAL UNIVERSITY, TACLOBAN CITY	08-122277	6/29/2010
	CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY	80.56%	18/06/2000	LEYTE NORMAL UNIVERSITY, TACLOBAN CITY	97-252708	6/28/2000

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

**SIGNATURE**

DATE \_\_\_\_\_

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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				

(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			
	CME Faculty and Staff Consultation on the Implementation of the Limited Face-to-Face Classes for All Programs	12/06/2021	12/06/2021	3	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	Workshop on Moodle Gradebook Setup and Grading Mechanics	08/02/2021	08/02/2021	3	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	Basic Occupational Safety and Health Training for the Public Sector	06/07/2021	06/11/2021	40	SUPERVISORY	DEPARTMENT OF LABOR AND EMPLOYMENT - EASTERN VISAYAS REGION
	Enhancing E-Learning Through the Use of OBS Studio and Excel QM Applications	05/31/2021	05/31/2021	3	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	Webinar Series on Statistical Analysis using IBM SPSS Software for Management and Economic Research (Topic: Regression Analysis using SPSS)	05/10/2021	05/10/2021	3	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	Webinar Series on Statistical Analysis using IBM SPSS Software for Management and Economic Research (Topic: Parametric Analysis using SPSS)	04/19/2021	04/19/2021	3	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	Webinar Series on Statistical Analysis using IBM SPSS Software for Management and Economic Research (Topic: Data Management and Descriptive Statistics)	04/12/2021	04/12/2021	3	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	Marketing Strategies Training for Baybay Dairy Cooperative (as Resource Speaker)	12/09/2020	12/09/2020	4	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	Economic and Financial Literacy Week (EFLW) 2020 Regional Forum Theme: "E-konomiya: Maingat na Pag-angat"	12/03/2020	12/03/2020	6	TECHNICAL	NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY - EASTERN VISAYAS REGION
	VSU E-Learning Environment Training-Workshop Series in the VSU System	12/18/2020	12/18/2020	4	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	Webinar on Table of Specifications and Test Item Analysis Theme: Learn and Re-learn: VSU TOS and Item Analysis	11/12/2020	11/12/2020	4	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	6	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	CME VISERDAC Training Series: Developing Fundable Research Proposals	11/13/2020	11/13/2020	3	TECHNICAL	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	LEADERSHIP EQ & TEAM BUILDING DEVELOPMENT	06/08/2014	06/08/2014	12	SUPERVISORY	PRINCE RETAIL GROUP
	2013 SME CARAVAN WORKSHOP: GIFTS, DECORS, AND HANDICRAFTS (GDH)	14/06/2013	14/06/2013	5	TECHNICAL	DTI, LEYTE PROVINCIAL OFFICE AND THE ARCHDIOCESE OF PALO LEYTE
	GENDER SENSITIVITY TRAINING & SEXUAL HARASSMENT ORIENTATION FOR FRONTLINE SERVICE PROVIDERS	09/17/20012	09/17/20012	8	SUPERVISORY	VISAYAS STATE UNIVERSITY - MAIN CAMPUS
	CREDIT RISK MANAGEMENT TRAINING	11/25/2009	11/25/2009	24	MANAGERIAL	GREEN BANK, INC.
	SME C3 CREDIT APPRAISAL AND MONITORING	06/07/2009	11/07/2009	48	SUPERVISORY	GREEN BANK INC, GFA CONSULTING GROUP & C3-CREATION OF COMPETENCE AND COMPETITION
	REFRESSHER COURSE ON PROPERTY APPRAISALS	31/05/2008	31/05/2008	8	SUPERVISORY	GREEN BANK, INC. & LAND BANK OF THE PHILIPPINES
	ATM OPERATIONS SEMINAR	24/05/2008	24/05/2008	8	SUPERVISORY	GREEN BANK, INC.
	CREDIT ANALYSIS ON SME'S	23/11/2007	24/11/2007	16	SUPERVISORY	GREEN BANK, INC.
	BASIC RURAL BANKING COURSE	25/09/2006	06/10/2006	88	SUPERVISORY	BANGKO SENTRAL NG PILIPINAS
	CREDIT RISK ANALYSIS TRAINING	07/09/2007	08/09/2007	16	SUPERVISORY	GREEN BANK, INC.
	BUDGET MANUAL TRAINING PROGRAM	03/09/2007	03/09/2007	8	SUPERVISORY	GREEN BANK, INC. / PUNONGBAYAN & ARAULLO
	TRAINING ON KALUSUGANG SIGURADO AT ABOT-KAYA SA PHILHEALTH INSURANCE (KASAPI)	02/09/2006	02/09/2006	8	SUPERVISORY	PHILHEALTH & GERMAN TECHNICAL COOPERATION
	MICROFINANCE PERFORMANCE REVIEW AND PLANNING WORKSHOP	15/08/2006	17/08/2006	24	MANAGERIAL	GREEN BANK, INC. & MICROFINANCE ACCESS TO BANKING SERVICES (MABS)
	STRATEGIC AND OPERATIONAL PLANNING	05/12/2005	08/12/2005	32	MANAGERIAL	GREEN BANK, INC. & MICROFINANCE ACCESS TO BANKING SERVICES (MABS)
	MIDDLE MANAGEMENT TRAINING	29/11/2005	01/12/2005	24	MANAGERIAL	GREEN BANK, 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)
	DRIVING		N/A		N/A
	COOKING				
	SINGING				
	COMPUTER LITERATE				

(Continue on separate sheet if necessary)

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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 checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;"><u>RESIGNATION. FINISHED CONTRACT</u></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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>EVANGELINE M. PARAN</td> <td>TACLOBAN CITY, LEYTE</td> <td>0916-447-5336</td> </tr> <tr> <td>DANIEL LESLIE S. TAN</td> <td>VSU, VISCA, BAYBAY CITY, LEYTE</td> <td>0932-868-5396</td> </tr> <tr> <td>IVY P. HIJAPON</td> <td>CONSOLACION, CEBU</td> <td>0927-764-0107</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	EVANGELINE M. PARAN	TACLOBAN CITY, LEYTE	0916-447-5336	DANIEL LESLIE S. TAN	VSU, VISCA, BAYBAY CITY, LEYTE	0932-868-5396	IVY P. HIJAPON	CONSOLACION, CEBU	0927-764-0107
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IVY P. HIJAPON	CONSOLACION, CEBU	0927-764-0107											
<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: <b>DRIVER'S LICENSE</b></td> </tr> <tr> <td>ID/License/Passport No.: <b>H03-02-039083</b></td> </tr> <tr> <td>Date/Place of Issuance: <b>JUNE 17, 2020/2 BAYBAY CITY, LEYTE</b></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: <b>DRIVER'S LICENSE</b>	ID/License/Passport No.: <b>H03-02-039083</b>	Date/Place of Issuance: <b>JUNE 17, 2020/2 BAYBAY CITY, LEYTE</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;">             Signature (Sign inside the box)  <b>5/31/2022</b>            Date Accomplished         </td> <td style="width: 150px; text-align: center; vertical-align: middle;">             Right Thumbmark         </td> </tr> </table>	 Signature (Sign inside the box) <b>5/31/2022</b> Date Accomplished	 Right Thumbmark					
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<p>SUBSCRIBED AND SWORN to before me this <u>01 JUL 2022</u> affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. RYAN C. GUINOCOR</b>            VSU Chief Legal Officer  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">             Person Administering Oath           </div> </div>													

