

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	ESCUADRA		
FIRST NAME	MARJORIE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BUG-ATAN		
3. DATE OF BIRTH (mm/dd/yyyy)	09/18/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Baybay Public Hospital	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
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	House/Block/Lot No. Street
7. HEIGHT (m)	1.52	ZIP CODE	BRGY. UGUIS
8. WEIGHT (kg)	75		Subdivision/Village
9. BLOOD TYPE	O		MAHAPLAG LEYTE
10. GSIS ID NO.	N/A		City/Municipality Province
11. PAG-IBIG ID NO.	121168411508	18. PERMANENT ADDRESS	House/Block/Lot No. Street
12. PHILHEALTH NO.	12-025513336-0	ZIP CODE	BRGY. UGUIS
13. SSS NO.	06-3806025-0		Subdivision/Village
14. TIN NO.	777-368-704-000		MAHAPLAG LEYTE
15. AGENCY EMPLOYEE NO.	N/A		City/Municipality Province
16. CITIZENSHIP		19. TELEPHONE NO.	N/A
17. RESIDENTIAL ADDRESS		20. MOBILE NO.	0999-429-8720
18. PERMANENT ADDRESS		21. E-MAIL ADDRESS (if any)	marjoriebugatan7@gmail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	ESCUADRA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JAMES	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	BALBARINO			
OCCUPATION	OFFICE CLERK			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY (MAIN)			
BUSINESS ADDRESS	BRGY. PANGASUGAN, BAYBAY CITY, LEYTE			
TELEPHONE NO.	+63 53 565 0600 Local 1027			
24. FATHER'S SURNAME	BUG-ATAN			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	DUARTE			
25. MOTHER'S MAIDEN NAME	CASAL			
SURNAME	BUG-ATAN			
FIRST NAME	MARIZA			
MIDDLE NAME	BUQUIRAN			

(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	ST. BRIGIDS ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	GRADUATED	2008	N/A
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2008	2012	GRADUATED	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY (MAIN)	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2012	2016	GRADUATED	2016	N/A
SUPPLIMENTARY 2ND COURSE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPCION	BACHELOR OF SCIENCE IN SECONDARY EDUCATION	2019	2020	GRADUATED	2020	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN)	MASTER IN MANAGEMENT MAJOR IN BUSINESS MANAGEMENT	2022	Ongoing	27 UNITS	N/A	N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	August 11, 2023	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>M. Escudra</i>	DATE	August 11, 2023	CS FORM 212 (Revised 2017), Page 2 of 4
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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			
	Marketing Management Seminar "Measuring What Matters to Improve Marketing Performance: Reputation, Relationship, and Revenue"	6/24/23	6/24/23	8.0	Managerial	Department of Business Management Visayas State University
	"Strategic Marketing in the Digital Age": Navigating Trends and Challenges Seminar	4/6/2023	4/6/2023	8.0	Managerial	Department of Busiess Management Visayas State University
	Table of Specification and Test Item Analysis"Learn and Re-learn: VSU Table of Specifications and Test Item Analysis	4/4/2023	4/4/2023	7.0	Supervisory	(Via Zoom) Visayas State University, Visca Baybay City, Leyte
	Seminar-Workshop on Academic Practice	3/17/23	3/17/23	8.0	Supervisory	The University of Los Baños and University of Liverpool, CCE Building, Visayas State University Baybay, City, Leyte
	Recovery Policies on Rebuilding Tourism and Hospitality Competitiveness: The ASEAN Way	5/3/2022	5/3/2022	8.0	Managerial	Lyceum of the Philippines University, Batangas Graduate Schools (Via Virtual Platform)
	CME Faculty and Staff Consultation on the Implementation of Limited Face-to-Face Classes on All Programs	3/12/2021	3/12/2021	7.0	Supervisory	Visayas State University, Visca Baybay City, Leyte. (Held Virtually)
	Competencies for Hospitality Management and Strategies for Tourism Management Students	10/23/21	10/23/21	8.0	Managerial	Cordillera Career Development College (Held Virtually)
	Managing and Organizing Social Activities and Events under the New Normal.	8/23/21	8/23/21	8.0	Managerial	Department of Information and Communications Technology, Mindanao Cluster 2 (Held Virtually)
	The Future of Education: "Helping Teachers Stay Relevant"	07/28/2021	07/28/2021	8.0	Supervisory	Singapore (Held Virtually)
	Embracing the Industry's Perspective Amidst Pandemic, Tourism and Hospitality Management Webinar Series.	7/16/21	7/16/21	8.0	Managerial	Palawan State University, Puerto Princesa City, College of Community and Resources Development- Narra (Via Zoom and Facebook Live)
	Organizing Open Educational Resources using Sites	7/13/21	7/13/21	7.0	Supervisory	Department of Information and Communications Technology, Mindanao (Held Virtually)
	"Food Safety and Hygiene Seminar"	5/20/21	5/20/21	7.0	Supervisory	Manila, Philippines (Via Online)
	"Stress Management Seminar"	7/9/2019	7/9/2019	7.0	Supervisory	Franciscan Immaculate Concepcion College, Audio Visual Room,BayBay City, Leyte, Philippines
	2nd TVET Administrator and Assessment Center Managers Meeting	8/30/2018	8/30/2018	8.0	Managerial	La Rica Hotel Tacloban City, Leyte, Philippines
	The Deployment of the Technical Educational and Skills Development Authority (TESDA) Technology Management Information System (T2MIS)	8/29/2018	8/29/2018	8.0	Managerial/ Supervisory	La Rica Hotel Tacloban City, Leyte, Philippines
	Special meeting for TVIs in Districts III, IV, and V re: Mass Graduation for 2018 Train for Work Scholarship Program	6/21/2018	6/21/2018	7.0	Managerial/ Supervisory	Western Leyte College, Conference room Ormoc City, Leyte
(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)	
	READING	N/A			N/A	
	WRITING					
	ARTS					
	MUSIC					
	SPORTS					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	August 11, 2023	
CS FORM 212 (Revised 2017), Page 3 of 4						

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

☐ YES☒ NO

If YES, give details:

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:

END OF 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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
KLENEE GRACE A. ACEDILLA	42.A MABINI STREET, BAYBAY CITY LEYTE	9563593230
NANCY V. DUMAGUING	APT 72 KILBOURNE DRIVE, VISCA, BAYBAY CITY, LEYTE	9176361476
HANNAH MAE E. QUIMBO	BRGY. KILIM, BAYBAY CITY, LEYTE	9557526481

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.

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: BUREAU OF INTERNAL REVENUE (BIR)

ID/License/Passport No.: 777-368-704-00000

Date/Place of Issuance: 05/04/2021

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Signature (Sign inside the box)

August 11, 2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 18 SEP 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN E. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: April 5, 2021 – June 23, 2023 (Present)
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Tourism and Hospitality Management.
- Immediate Supervisor: Hannah Mae E. Quimbo
- Name of Agency/ Organization and Location: Visayas State University, Visca, Baybay City, Leyte.

- List of Accomplishments and Contributions (if any):

- Produced the learning guides for subjects taught.
- Contributions to the development of Course Syllabus.
- Assisted with the BSHM OJT manuscripts as Co-Adviser and Student Research Committee (SRC)
- Assisted with preparation for ISO accreditation of the department.

- Summary of Actual Duties

- Responsible for preparing lessons to be taught during class discussions.
- Assessing students through examinations on the knowledge gained.
- Responsible for assisting students with academic concerns.
- Responsible for training, teaching, and providing students with the needed knowledge that they must acquire for their chosen degree.
- Responsible for taking down notes and minutes of the monthly meetings for the BSHM Program as BSHM Program Secretary

- Duration: May 29, 2018 – June 15, 2019.
- Position: TESDA Officer
- Name of Office/Unit: Administrative Division
- Immediate Supervisor: Klenee Grace A. Acedilla
- Name of Agency/Organization and Location: Acedilla Technological Institute, Baybay City, Leyte.

- List of Accomplishments and Contributions (if any):

- Renewed the school's TESDA License in Bartending and Housekeeping.

- Summary of Actual Duties

- Responsible for holding and facilitating TESDA Scholarship programs, Assisting and processing NCII Certificates, Monitoring of TESDA Assessment Centers and UPTRAS Registrations.

- Duration: April 19, 2016 – March 15, 2017.
- Position: Procurement Clerk/ Officer.
- Name of Office/Unit: Procurement Department (Finance and Administrative Unit)
- Immediate Supervisor: Claire Dichosa – Purchasing Manager
- Name of Agency/Organization and Location: Kares International, Quest Hotel and Conference Centre, Cebu.

- List of Accomplishments and Contributions (if any):
 - Located and established new competent supply chain partners for Quest Hotel and Conference Center, Cebu.
 - Accommodated and assisted hotel departments with respective needs and demands for the satisfaction of guests and upholding the hotel's reputation.

- Summary of Actual Duties
 - Responsible for sourcing out competent supply chain partners for the entire hotel and its departments.
 - Accepting and processing purchase requests of the different hotel departments and making purchase orders to hotel suppliers.

MBEscuadra

MARJORIE B. ESCUADRA

(Signature over Printed Name
Of Employee/Applicant)

Date: August 11, 2023