

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                    | MUERTIGUE  |   |  |
| FIRST NAME                    | JESIBEL  | NAME EXTENSION (JR., SR) N/A                                |  |
| MIDDLE NAME                   | LUFANGCO   |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 10/3/1992  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | MAPGAP, BAYBAY CITY, LEYTE   | If holder of dual citizenship, please indicate the details. | Philippines  |
| 5. SEX                        | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female   |   |  |
| 6. CIVIL STATUS               | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | 30 DE DICIEMBRE ST.<br>House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>BAYBAY CITY LEYTE<br>City/Municipality Province   |
| 7. HEIGHT (m)                 | 1.49 m   | ZIP CODE  |  |
| 8. WEIGHT (kg)                | 42 kg  | 18. PERMANENT ADDRESS                                       | 30 DE DICIEMBRE ST.<br>House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>BAYBAY CITY LEYTE<br>City/Municipality Province   |
| 9. BLOOD TYPE                 | A+   | ZIP CODE  | 6521   |
| 10. GSIS ID NO.               | N/A  | 19. TELEPHONE NO.   | N/A  |
| 11. PAG-IBIG ID NO.           | 1211-2604-8041   | 20. MOBILE NO.  | 09169108769  |
| 12. PHILHEALTH NO.            | 12-051363940-1   | 21. E-MAIL ADDRESS (if any)                                 | lufrangco79@gmail.com  |
| 13. SSS NO.                   | 06-3226809-0   |   |  |
| 14. TIN NO.                   | 324766935-0000   |   |  |
| 15. AGENCY EMPLOYEE NO.       | N/A  |   |  |

II. FAMILY BACKGROUND

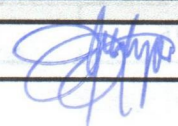
|                          |  |   |                            |
|--------------------------|--|---|----------------------------|
| 22. SPOUSE'S SURNAME     | MUERTIGUE                                  | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | RODNEY                                     | NAME EXTENSION (JR., SR) N/A                        |                            |
| MIDDLE NAME              | ARIOSIA                                    |   |                            |
| OCCUPATION               | PHARMACIST                                 |   |                            |
| EMPLOYER/BUSINESS NAME   | WESTERN LEYTE PROVINCIAL HOSPITAL          |   |                            |
| BUSINESS ADDRESS         | PAN-PHILIPPINE HIGHWAY, BAYBAY CITY, LEYTE |   |                            |
| TELEPHONE NO.            | N/A  |   |                            |
| 24. FATHER'S SURNAME     | LUFANGCO                                   |   |                            |
| FIRST NAME               | PABLO                                      | NAME EXTENSION (JR., SR) Sr.                        |                            |
| MIDDLE NAME              | NIEPEZ                                     |   |                            |
| 25. MOTHER'S MAIDEN NAME |  |   |                            |
| SURNAME                  | GUTAS                                      |   |                            |
| FIRST NAME               | ELENA                                      |   |                            |
| MIDDLE NAME              | MANLA                                      |   |                            |

(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                | PAJO ELEMENTARY SCHOOL   | PRIMARY EDUCATION                             | 1999                 | 2005        | N/A  | 2005           | N/A                                   |
| SECONDARY                 | BABAG NATIONAL HIGH SCHOOL                                       | HIGH SCHOOL                                   | 2005                 | 2009        | N/A  | 2009           | N/A                                   |
| VOCATIONAL / TRADE COURSE | N/A  | N/A   | N/A                  | N/A         | N/A  | N/A            | N/A                                   |
| COLLEGE                   | UNIVERSITY OF CEBU-LAPULAPU & MANDAUE                            | BS NURSING                                    | 2009                 | 2011 & 2016 | 103  | N/A            | N/A                                   |
|                           | UNIVERSITY OF THE PHILIPPINES-OPEN UNIVERSITY, LOS BAÑOS, LAGUNA | BS EDUCATION STUDIES                          | 2021                 | present     | N/A  | N/A            | N/A                                   |
| GRADUATE STUDIES          | N/A  | N/A   | N/A                  | N/A         | N/A  | N/A            | N/A                                   |

(Continue on separate sheet if necessary)


|           |   |      |          |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 6/3/2021 |
|-----------|---|------|----------|



[illegible]

## V. WORK EXPERIENCE

[illegible]

|           |   |      |          |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 6/3/2011 |
|-----------|---|------|----------|



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES              | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|---|--|---|
| COMPUTER SKILLS: POWERPOINT, WORD AND EXCEL | N/A  | N/A   |
| TYPING                                      |  |   |
| DRESS MAKING                                |  |   |
| BAKING                                      |  |   |
| FIRST AID                                   |  |   |
|   |  |   |
|   |  |   |

(Continue on separate sheet if necessary)

|           |   |      |          |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 6/3/2024 |
|-----------|---|------|----------|



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:

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. |
|----------------------|---------------------------------|----------|
| DENNIS P. PEQUE      | CFES, VSU, BAYBAY CITY, LEYTE   | 563-7552 |
| ANGELICA P. BALDOS   | DFS, VSU, BAYBAY CITY, LEYTE    | 563-7552 |
| EDUARDO O. MANGAOANG | RCCRDC, VSU, BAYBAY CITY, LEYTE | 563-7616 |

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:

VSU ID

ID/License/Passport No.:

V01247

Date/Place of Issuance:

5/12/2021-VSU

Signature (Sign inside the box)

6/9/2021

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 7/1/2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath



### 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.

- Duration: 2018 February 13 - Present
- Position: Clerk
- Name of Office/Unit: College of Forestry and Environmental Science
- Immediate Supervisor: Dr. Dennis P. Peque
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Receive, sort, file, and retrieve incoming and outgoing communications in instruction, research and extension. Coordinate, and facilitate other needs of the college, faculty, staff and students. Does other work as assigned and requested by the college dean/department head, faculty, staff and students.

  
JESIBEL L. MUERTIGUE

(Signature over Printed Name  
of Employee/Applicant)

Date: 6/3/2021