

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 ( ) ☐ 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	MARTE		
FIRST NAME	ROMEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ROSALES		
3. DATE OF BIRTH (mm/dd/yyyy)	9/28/1983	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	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	House/Block/Lot No. Street BRGY. HIBUNAWAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.67	ZIP CODE	
8. WEIGHT (kg)	73		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. HIBUNAWAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121181392547		
12. PHILHEALTH NO.	13-050111944-0		
13. SSS NO.	33-8028814-1	19. TELEPHONE NO.	N/A
14. TIN NO.	486-180-183	20. MOBILE NO.	09757706798
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	romel.marte@vsu.edu.ph

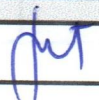
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MARTE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARYCHRIS	NAME EXTENSION (JR., SR)	ELLAMAY CEBALLOS MARTE	5/31/2005
MIDDLE NAME	CEBALLOS			
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MARTE			
FIRST NAME	BALTAZAR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LATORENO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ROSALES			
FIRST NAME	ERLINDA			
MIDDLE NAME	RUBILLOS			

(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	HIBUNAWAN ELEMENTARY SCHOOL	ELEMENTARY LEVEL	1990	1996	GRADUATED	1996	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY LEVEL	1996	2000	GRADUATED	2000	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	NA	N/A

SIGNATURE		DATE	03/29/23
-----------	---	------	----------

(Continue on separate sheet if necessary)



## IV. CIVIL SERVICE ELIGIBILITY

[illegible]


(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.*

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
-----------	---

DATE \_\_\_\_\_

03/29/23



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

[illegible]

(Continue on separate sheet if necessary)

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

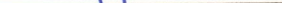
[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION	







31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DRIVING	N/A	N/A
BASKETBALL		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/29/23
-----------	---	------	----------

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: RESIGN _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>EDILBERTO V. MENDOZA</td><td>BAYBAY CITY, LEYTE</td><td>9306083592</td></tr><tr><td>GILMARK MAZO</td><td>SITIO TIPAY STA. CRUZ BAYBAY</td><td>9069049952</td></tr><tr><td>EDENSON SALUTAN</td><td>BRGY, IGANG BAYBAY</td><td>9058070873</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	EDILBERTO V. MENDOZA	BAYBAY CITY, LEYTE	9306083592	GILMARK MAZO	SITIO TIPAY STA. CRUZ BAYBAY	9069049952	EDENSON SALUTAN	BRGY, IGANG BAYBAY	9058070873
NAME	ADDRESS	TEL. NO.											
EDILBERTO V. MENDOZA	BAYBAY CITY, LEYTE	9306083592											
GILMARK MAZO	SITIO TIPAY STA. CRUZ BAYBAY	9069049952											
EDENSON SALUTAN	BRGY, IGANG BAYBAY	9058070873											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: DRIVER'S LICENSE</td></tr><tr><td>ID/License/Passport No.: H12-19-003128</td></tr><tr><td>Date/Place of Issuance: 11/04/2019 / LTO BAYBAY</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: DRIVER'S LICENSE	ID/License/Passport No.: H12-19-003128	Date/Place of Issuance: 11/04/2019 / LTO BAYBAY	<table><tr><td> Signature (Sign inside the box) Date Accomplished: 03/29/2023</td><td> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) Date Accomplished: 03/29/2023	 Right Thumbmark						
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: DRIVER'S LICENSE													
ID/License/Passport No.: H12-19-003128													
Date/Place of Issuance: 11/04/2019 / LTO BAYBAY													
 Signature (Sign inside the box) Date Accomplished: 03/29/2023	 Right Thumbmark												
SUBSCRIBED AND SWORN to before me this <u>22 MAY 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td>ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
ATTY. RYAN 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 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: January 16, 2022– Present
- Position: Security Guard JO
- Name of Office/Unit: UDRRMSSO
- Immediate Supervisor: Julius V. Abela
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Fire & Earthquake Drill Activity
- Summary of Actual Duties
  - Responsible for securing the safety of the University personnel, staffs, students, residents & properties. Checking every person/ vehicle who will enter the VSU Campus.

- Duration: April 5, 2016 – January 15, 2020
- Position: Security Guard Permanent
- Name of Office/Unit: Commander Security Services Inc.
- Immediate Supervisor:
- Name of Agency/Organization and Location:
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for securing the safety of the personnel & properties. Checking every person/ vehicle who will enter premises.

- Duration: May 1, 2008 – July 2, 2014
- Position: Security Guard Permanent
- Name of Office/Unit: Lockheed Security & Investigation Agency Inc.
- Immediate Supervisor:
- Name of Agency/Organization and Location:
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

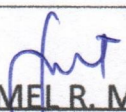


- Responsible for securing the safety of the personnel & properties. Checking every person/ vehicle who will enter premises.

- Duration: January 1, 2005 – September 1, 2006
- Position: Security Guard Permanent
- Name of Office/Unit: Puritan Industrial Security Agency
- Immediate Supervisor:
- Name of Agency/Organization and Location:

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

- Responsible for securing the safety of the personnel & properties. Checking every person/ vehicle who will enter premises.

  
\_\_\_\_\_  
ROMEL R. MARTE

(Signature over Printed Name  
of Employee/Applicant)

Date: 03/29/23