

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		Sumabat	
FIRST NAME	Daniel	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Daniolco		
3. DATE OF BIRTH (mm/dd/yyyy)	7/26/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input checked="" type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Anahawan District Hospital	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	N/A House/Block/Lot No. Street N/A Atuyan Subdivision/Village Barangay Saint Bernard Southern Leyte City/Municipality Province
7. HEIGHT (m)	167 cm	ZIP CODE	6616
8. WEIGHT (kg)	94 kg	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street Subdivision/Village Atuyan Saint Bernard Barangay City/Municipality Southern Leyte Province
9. BLOOD TYPE	N/A	19. TELEPHONE NO.	N/A
10. GSIS ID NO.		20. MOBILE NO.	0995 505 7364
11. PAG-IBIG ID NO.	121075648187	21. E-MAIL ADDRESS (if any)	danielsumabat@gmail.com
12. PHILHEALTH NO.	13-025265122-6		
13. SSS NO.	06-3378820-7		
14. TIN NO.	436622577000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	Sumabat	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Gladish	NAME EXTENSION (JR., SR)	Zedekiah Daniel R. Sumabat
MIDDLE NAME	Rosal		Ziona Danielle R. Sumabat
OCCUPATION	Housewife		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	Sumabat		
FIRST NAME	Diosdado	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Calapre		
25. MOTHER'S MAIDEN NAME			
SURNAME	Daniolco		
FIRST NAME	Petronila		
MIDDLE NAME	Margas		
(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	Maria Asuncion Elementary School	Primary Education	Jun-98	Mar-04	N/A	2004 Salutatorian
	SECONDARY	Cristo Rey Regional High School	Secondary Education	Jun-04	Mar-08	N/A	2008 8th Honorable Mention
	VOCATIONAL / TRADE COURSE	Magsaysay Center for Hospitality and Culinary Arts	Food and Beverage Services	Jun-19	Mar-20	N/A	2020 N/A
	COLLEGE	Visayas State University	Bachelor of Hotel, Restaurant and Tourism Management	Jun-08	Apr-12		2012 Cum Laude
	GRADUATE STUDIES	University of the Philippines Visayas - Tacloban Campus	Master of Management major in Business Management	Sep-21	Jun-22	12	N/A N/A
	GRADUATE STUDIES	Southern Leyte State University - Main Campus	Master of Management	Aug-22	present	30	N/A N/A
(Continue on separate sheet if necessary)							
SIGNATURE				DATE		June 20, 2024	




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
Honor Graduate Eligibility	N/A	4/10/2012	Visayas State University	100108120205	N/A
Driver's License	N/A	N/A	LTO, San Juan, Southern Leyte	H11-14-000477	7/26/2024

(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.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/JOB/PAY GRADE (if applicable)& STEP (Format "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
1/29/2024	6/30/2024	Instructor	Visayas State University Main Campus	29,165.00	12	contractual	Y
2/2/2022	6/18/2022	Part-Time Instructor	Visayas State University Main Campus	16,000.00	N/A	contractual	Y
8/18/2021	1/28/2022	Part-Time Instructor	Visayas State University Main Campus	16,000.00	N/A	contractual	Y
3/18/2021	7/31/2021	Substitute Instructor	Visayas State University Main Campus	26,056.00	12	Contractual	Y
10/12/2020	2/12/2021	Part-Time Instructor	Visayas State University Main Campus	12,000.00	N/A	contractual	Y
3/5/2020	9/30/2020	Resort Manager	Kissbone Cove Clubhouse and Beach Resort	20,000.00	N/A	regular	N
9/2/2017	6/15/2019	Resort Manager	Kissbone Cove Clubhouse and Beach Resort	20,000.00	N/A	regular	N
5/10/2015	8/31/2017	Restaurant Manager	Mang Inasal 999 Mall Divisoria, Manila	25,000.00	N/A	regular	N
6/1/2014	10/10/2014	Part-Time Instructor	Ormoc City Institute and Technology - Sogod Branch	4,000.00	N/A	regular	N
5/2/2013	5/2/2015	Restaurant Manager	Mang Inasal Sogod Branch	13,000.00	N/A	regular	N
9/7/2012	4/1/2013	Waiter	Sumo Sam (American -Japanese) Restaurant	10,000.00	N/A	contractual	N
7/25/2012	8/12/2012	Camp Teacher	Sunny Oak Meadow English Academy, Inc.	8,000.00	N/A	contractual	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 20, 2024
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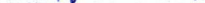
## VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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#### OTHER INFORMATION

MEMBERSHIP IN	
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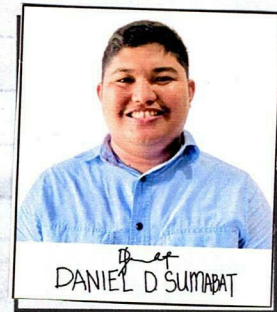
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<b>SIGNATURE</b>		<b>DATE</b>	June 20, 2024
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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: _____ 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?	<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 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><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Ramila A. Geganto, RN</td><td>Magabagacay, Saint Bernard, Southern Leyte</td><td>0955 470 5345</td></tr><tr><td>Engr. Raymart Bulagsac</td><td>Catmon, Saint Bernard, Southern Leyte</td><td>0917 164 6997</td></tr><tr><td>Roda M. Garcia, RN</td><td>Catmon, Saint Bernard, Southern Leyte</td><td>0997 456 1749</td></tr></table>	NAME	ADDRESS	TEL. NO.	Ramila A. Geganto, RN	Magabagacay, Saint Bernard, Southern Leyte	0955 470 5345	Engr. Raymart Bulagsac	Catmon, Saint Bernard, Southern Leyte	0917 164 6997	Roda M. Garcia, RN	Catmon, Saint Bernard, Southern Leyte	0997 456 1749
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Engr. Raymart Bulagsac	Catmon, Saint Bernard, Southern Leyte	0917 164 6997										
Roda M. Garcia, RN	Catmon, Saint Bernard, Southern Leyte	0997 456 1749										
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: <b>Passport</b>
ID/License/Passport No.: <b>P0174505B</b>
Date/Place of Issuance: <b>Tacloban City, Leyte</b>

Signature (Sign inside the box)
<b>June 20, 2024</b>
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this <b>28 JUN 2024</b> , affiant exhibiting his/her validly issued government ID as indicated above.			
<table><tr><td></td></tr><tr><td><b>ATTY. RYAN C. GUTIERREZ</b> VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		<b>ATTY. RYAN C. GUTIERREZ</b> VSU Chief Legal Officer	Person Administering Oath
<b>ATTY. RYAN C. GUTIERREZ</b> 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 29 – June 30, 2024
- Position: Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Randy G. Omega
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte

- Summary of Actual Duties

Responsible for developing course syllabi, learning guides, and assessments, computing students' grades, and facilitating students' learning through synchronous classes.

- Duration: February – June 18, 2022
- Position: Part-time Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Developed OBE Course Syllabus and Learning Guides for HMgt 120 and HMgt 130
- Designed and curated Moodle classroom course content

- Summary of Actual Duties

- Responsible for developing course syllabi, learning guides, and assessments, computing students' grades, and facilitating students' learning through asynchronous and synchronous classes.

- Duration: August 18, 2021 – January 28, 2023
- Position: Part-time Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Developed OBE Course Syllabus and Learning Guides for HMgt 137 and HMgt 141



- Designed and curated Moodle classroom course content

- Summary of Actual Duties

- Responsible for developing course syllabi, learning guides, and assessments, computing students' grades, and facilitating students' learning through asynchronous and synchronous classes.

- Duration: March 18, 2021 – July 31, 2021
- Position: Substitute Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Developed OBE Course Syllabus and Learning Guides for HMgt 120, HRTM 128 and HMgt 130
- Designed and curate Moodle classroom course content

- Summary of Actual Duties

- Responsible for developing course syllabus, learning guides, assessments, computing student's grades and facilitating students learning thru asynchronous and synchronous classes.

- Duration: October 5, 2020 – February 28, 2021
- Position: Part-time Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Developed OBE Course Syllabus and Learning Guides for HMgt 137 and HMgt 141
- Designed and curate Moodle classroom course content

- Summary of Actual Duties

- Responsible for developing course syllabus, learning guides, assessments, computing student's grades and facilitating students learning thru asynchronous and synchronous classes.



- Duration: March 1, 2020 – September 2020
- Position: Resort Manager
- Name of Office/Unit: Kissbone Cove Clubhouse and Beach Resort
- Immediate Supervisor: Ramila Geganto
- Name of Agency/Organization and Location: Kissbone Cove Clubhouse and Beach Resort, Saint Bernard, Southern Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- ✓ Managing all aspect of resort operations from accommodation, catering, events management, resort activities and restaurant operation
- ✓ Join and Government Bidding Activites and process bidding documents for catering and live in seminar related contracts within Eastern Visayas
- ✓ Manage social media presence of the resort as well as online marketing

- Duration: September 5, 2017 – June 15, 2019
- Position: Resort Manager
- Name of Office/Unit: Kissbone Cove Clubhouse and Beach Resort
- Immediate Supervisor: Ramila Geganto
- Name of Agency/Organization and Location: Kissbone Cove Clubhouse and Beach Resort, Saint Bernard, Southern Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- ✓ Managing all aspect of resort operations from accommodation, catering, events management, resort activities and restaurant operation
- ✓ Join and Government Bidding Activites and process bidding documents for catering and live in seminar related contracts within Eastern Visayas
- ✓ Manage social media presence of the resort as well as online marketing

- Duration: May 3, 2015 – August 31, 2017
- Position: Restaurant Manager
- Name of Office/Unit: Mang Inasal 999 Phase 1
- Immediate Supervisor: Von Sunga
- Name of Agency/Organization and Location: Green Way Food Corner (Mang Inasal), Divisoria, Binondo, Manila

- List of Accomplishments and Contributions (if any)

- ✓ Gold Store, Quality Assurance Audit 2016
- ✓ Gold Store, Quality Assurance Audit 2015

- Summary of Actual Duties



- ✓ Ensure all members of the team are following Mang Inasal standard operating procedures in terms of food safety, HACCP, delivery handling, storage, portioning, cooking and serving of products
- ✓ Lead the team in achieving company sales target and store goals
- ✓ Pass the Mang Inasal standard FSC yearly audit
- ✓ Hire and train new team members
- ✓ In-charge of manpower management, approved leave and absences


- Duration: May 3, 2013 – May 3, 2015
- Position: Restaurant Manager
- Name of Office/Unit: Mang Inasal Sogod
- Immediate Supervisor: Cheryl Kate Lim
- Name of Agency/Organization and Location: Debz Great Food Express (Mang Inasal), Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)

- ✓ Certified Store, Quality Assurance Audit 2014

- Summary of Actual Duties

- ✓ Ensure all members of the team are following Mang Inasal standard operating procedures in terms of food safety, HACCP, delivery handling, storage, portioning, cooking and serving of products
- ✓ Lead the team in achieving company sales target and store goals
- ✓ Pass the Mang Inasal standard FSC yearly audit
- ✓ Hire and train new team members
- ✓ In-charge of manpower management, approved leave and absences

  
**DANIEL D. SUMABAT**

(Signature over Printed Name  
of Employee/Applicant)

Date: June 20, 2024