CS Form No. 212 Revised 2017

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					DS FORM.	iek	ed for Data Econ	il shati	
Print legibly. Tick appropriate boxes 1. PERSONAL INFORMATIO		et if necessary. Indicate N	/A if not applicable. DO NOT ABE	BREVIATE.		1. CS ID No.		(Do not fill up. F	For CSC use only)
2. SURNAME	Luna	entre Miles de la manuel de miles de la mesta della me				**************************************		************	-
FIRST NAME	Meriam						NAME EXTENSION (JR.	, SR) N.A.	The second second
MIDDLE NAME	Martinez								
3. DATE OF BIRTH		/1972	16. CITIZENSHIP						
(mm/dd/yyyy)	1110	1972	10. CITIZENSHIP		☑ Filipir	10	Dual Citizenship by birth	by naturaliz	ration
4. PLACE OF BIRTH	Ormo	oc City	If holder of dual citizen	ship,	ke-sew door in		Pls. indicate co		Zadon
5. SEX	☐ Male	✓ Female	please indicate the del	- The State of the				1 1	
Property Alexandrian America	Single	☑ Married	17. RESIDENTIAL ADDRESS			legic as an energy		Contract Contract	print on the
6 CIVIL STATUS	Widowed	Separated	4	Hou	se/Block/Lot No	0.		Street	
1 Sec. 11 Sec. 12 Sec.	Other/s:	150 tes	A.	Sub	odivision/Village	9		Bunga Barangay	
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8. WEIGHT (kg)	75 kg	s / Lighdyab abeli	. ZIP CODE	653	21 .	Distriction Alkie	ACCE	26, 036	BUR
9. BLOOD TYPE	0	Association for the Committee of the Com	18. PERMANENT ADDRESS	Ueu	on (Dinoist) at N			Christ	601
10. GSIS ID NO.	CM-3878143 (Policy) & 0	CRN 006-0073-8331-3		HOU	se/Block/Lot No	0.1104115		Street Bunga	1 12 17 1
11. PAG-IBIG ID NO.	0801-074874-09			Sub	ndivision/Village Baybay	9		Barangay Leyte	
Er eine Franklich und Stehner der Anberger und der				Ci	ty/Municipality			Province	
12. PHILHEALTH NO.	13-000015368		ZIP CODE		6521				100
13. SSS NO.	None		19. TÉLEPHONE NO.				None		
14. TIN NO.	186-777-808		20. MOBILE NO.			09	359953253		especial and a second
15. AGENCY EMPLOYEE NO.	V000628		21. E-MAIL ADDRESS (if any)		<u>n</u>	neriam.lu	na@vsu.edu.	<u>ph</u>	The state of the s
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	Luna		1.	23. NAME of CHI		full name and	list all)	DATE OF BIRT	TH (mm/dd/yyyy)
FIRST NAME	Regino		NAME EXTENSION (JR., SR) N.A.	1	ce M. Luna			2/25	5/1988
MIDDLE NAME	Manilag			Lea M. Lur	VIII COMPLETE CONTRACTOR			9/5/	/1991
OCCUPATION	Driver/Self-employed			Cindy M. L				12/9	9/1996
EMPLOYER/BUSINESS NAME	Public Utility Vehicle			Regine M.				4/6/	/1998
BUSINESS ADDRESS	Baybay City, Leyte			Jessica M.				12/2	4/1999
TELEPHONE NO.	9365341622		2000	Shaira M.		***************************************		9/23	3/2001
24. FATHER'S SURNAME	Martinez (Deceased)			Dave Jhan	ed M. Luna			11/3	3/2009
FIRST NAME	Teodoro		NAME EXTENSION (JR., SR) N.A.				the state of the s		ac a least
MIDDLE NAME	Nodalo				agent April William				
25. MOTHER'S MAIDEN NAME			ř.						
SURNAME	Erasmo								derivation of
FIRST NAME	Gloria								SPECIAL (As
MIDDLE NAME	Mendola	·			(C	ontinue on se	parate sheet if neces	sary)	
III. EDUCATIONAL BACKG	ROUND			4					
26. LEVEL		F SCHOOL e in full)	BASIC EDUCATION/DEGRE (Write in full)	E/COURSE	PERIOD OF A	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Ormoc City Centra	l School, Ormoc City	Primary Educatio		1979	1985	Graduated	1985	Second Honor
SECONDARY		hool, Bunga, Baybay City,	Secondary Educati	ion	1991	1992	Graduated	1992	Second Honor
VOCATIONAL / TRADE COURSE		NA .	N.A	8000	N.A	N.A	N.A	N.A	N.A
COLLEGE		e Immaculate Conception, City, Leyte	Junior Secretarial Co	ourse	1993	1995	Graduated	1995	N.A
	Franciscan College of th	e Immaculate Conception, City, Leyte	Bachelor of Science in Office	Administration	2002	2003	18 units	N.A	N.A
GRADUATE STUDIES		IA.	N.A	3 2 3	N.A	N.A	N.A	N.A	N.A
		-	Continue on separate sheet if nece	ssary)					
SIGNATURE		dina			DA	ATE	Dec	ember 2, 20	124

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SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			EXAMINATION / CONFERMENT	PLACE OF EXAMINA	ATION / CONFER	MENT	NUMBER	Date o	
csc	C - TESDA Skills (E	Data Encoder)	76.78%	Feb. 26, 1999	Feb. 26, 1999 Ormoo		sed nieto vis	Misplace	Expi
J	Trade Test for Data	ta Encoder	Passed	Mar. 3, 1999	Taclob	ban City	Paliting out	Misplace	Expir
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ude priva	vate employment.		t work) Descriptio	on of duties should be	e indicated in the attached	Work Experi	A SECURIOR DESCRIPTION OF THE PARTY OF THE P		
	USIVE DATES nm/dd/yyyy) To	POSITION TI (Write in full/Do not	TITLE		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV* SERVIO (Y/ N
1. 1, 2025		Clerk/Administrat	tive Aide III	Q\$O, VSU, Visca B		, 15,264.92	N.A.	Casual	Υ
ug. 26, 1996	Dec. 31, 2024	Clerk/Administrat	tive Aide III	OSA/USSO/ODS/D City Leyte	OSO VSU, Visca Baybay,	14,677.96	N.A.	Casual	Υ
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SIGNATURE				4.8	DATE	De	ecember 2, 2	2024 S FORM 212 (Revised 20	4405

Mark)

9. NAME & ADDRESS OF OR (Write in full)	GANIZATION	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK
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None	T YES	N.A	N.A	N.A	Jae amavak	b. within the fourth d.A.A. e ("or Local C
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LEARNING AND DEVELOPMENT (L&D) II	ITERVENTIONS/TRAINING PRO		ENDED			
nt from the most recent L&D/training program and includ TITLE OF LEARNING AND DEVELOPMENT INTEL (Write in full)	an [] Telephone	INCLUSIVE ATTEN (mm/d	DATES OF DANCE, d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	SECULO SECU	From Sept. 18	g ^{To} -20, 2024	16 Hrs.	Technical	Office of the President
olic Financial Management Workshop 2024 Ifflict and Stress Management	Sept. 10-13, 2024		32 Hrs.	Technical	Personnel Officers Association of the Philippine	
locking Excellence: The 5S Revolution for Cl	erks and Heads at Visayas State	0 222		4 Hrs.	Technical	Inc., (POAP) Visayas State University
iversity: naging Government Records and Human Res	ource Information System	Oct. 26, 2022	Oct. 28, 2022	24 Hrs.	Technical	Personnel Officers Association of the Phillippin Inc., CSC-Accredited Learning and Devlopment Institution
cords Management Including HR Records	nave estate	July 14, 2021	July 16, 2021	24 Hrs.	Technical	Personnel Officers Association of the Philippin Inc., CSC-Accredited Learning and Devlopment Institution
ntrol Your Records before They Control You: nagement and Records Control" (Webinar)	an and to a time of	January 27, 2021		4 Hrs.	Technical	Department of Science and Technology- Science and Technology Information Institute (DOST-S1
entation of the New Supply Procurement & Pr tem (SPPMIS) via Video Conference	Commence and the second commence of the secon	May 2	6, 2020	3 Hrs.	Technical	OVPPRGEA & Supply Office
ninar on "Enhancing SUCs' Productivity Thro nagement"	ugh Smart and Efficient Records	Oct. 16, 2019	Oct. 18, 2019	24 Hrs.	Technical	Philippine Association of State Universities a Colleges (PASUC)
orking Towards Personal Effectiveness	a ey [] 🖟	Nov. 20, 2018	Nov. 23, 2018	32 Hrs.	Technical	POAP, Inc., CSC Accredited Learning and Development Institution
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II. OTHER INFORMATION			*			MEMBERSHIP IN ASSOCIATION/ORGANIZATI
31. SPECIAL SKILLS and HOBBIES	32. NON	N-ACADEMIC DISTI (Wri	NCTIONS / RECO te in full) •	SNITION	ar Love C	33. (Write in full)
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	Bureau or Department where you will be apppointed,						
	a. within the third degree?	☐ YES ☑ NO					
ŀ	b. within the fourth degree (for Local Government Unit - Care	eer Employees)?	☐ YES ☑	NO			
			If YES, give details:				
		0					
35. 3	a. Have you ever been found guilty of any administrative offe	ense?	YES V	NO			
			If YES, give details:				
ŀ	b. Have you been criminally charged before any court?		☐ YES ☑ If YES, give details:	NO			
er e		A STATE OF THE STA	Date Filed:				
			Status of Case/s:				
	Have you ever been convicted of any crime or violation of an	y law, decree, ordinance or regulation by	YES 🔽] NO			
i	any court or tribunal?	and Tables 1 Dates 1	If YES, give details:				
	· () And the second of the se		•				
	Have you ever been separated from the service in any of the		☐ YES ☑	NO NO NO PROPOS AND PROPOSA PROPOSA PARA			
	retirement, dropped from the rolls, dismissal, termination, en (abolition) in the public or private sector?	d of term, finished contract or phased out	If YES, give details:				
	a. Have you ever been a candidate in a national or local elec	tion hald within the last year (except	1 12 8056 2 000 S. 1010 101 III	enjocking iskoener co. Tae och rever			
	a. Frave you ever been a candidate in a national of local election)?	non neid within the last year (except	☐ YES ☑ NO If YES, give details:				
	b. Have you resigned from the government service during the		☐ YES ☑ NO				
	election to promote/actively campaign for a national or local	There as much some same?	If YES, give details:				
39. l	Have you acquired the status of an immigrant or permanent	resident of another country?	☐ YES ☑ NO				
			If YES, give details (country):				
	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag		i themeneded yearnes is the chilly bas nonly diploid? We	The state of the s			
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), Are you a member of any indigenous group?	please answer the following items.	1_	00000000			
<u> </u>	Are you a member of any indigenous group?	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	If YES, please specify:	NO year reconstruction of the North			
b. /	Are you a person with disability?		YES V NO				
			If YES, please specify ID No:				
C. /	Are you a solo parent?		☐ YES ☑ NO If YES, please specify ID No:				
41. F	REFERENCES (Person not related by consanguinity or affinity to applicant /s	appointee)					
	NAME	ADDRESS	TEL NO.				
Ms. C	Chona A. Brit, RGC.	VSU, Visca Baybay City, Leyte	565-0600-1070				
Dr. Cl	hristina A. Gabrillo	VSU, Visca Baybay City, Leyte	565-0600-1070				
Dr. Al	leli A. Villocino	VSU, Visca Baybay City, Leyte	565-0600-1064				
F a	declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized representagree that any misrepresentation made in this docuradministrative/criminal case/s against me.	ent laws, rules and regulations of the ntative to verify/validate the contents state	Republic of the	MERIAM M. LUMA			
Gov PLE	rernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) ASE INDICATE ID Number and Date of Issuance	* 62 3 M &					
Gove	ernment Issued ID: GSIS	and it					
CRN	-006-0073-8331-3 9560641355013	W. Carlotte					
Date	/Place of Issuance: Tacloban City, Leyte	Signature (Sign inside the b 12-2-24 Date Accomplished		Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this	3 DEC 2024 , affiant exhibiting	g his/her validly issued govern	nment ID as indicated above.			
		AFIT. MSAIC GUNOON					
	No. of the Control of	Person Administering Oath					
	TEN STEEL		D. T.				

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.

Leyte State University/Visayas State University Visca, Baybay City, Leyte

- ➤ Emergency Clerk : February 1996 to August 1996 (10 days per month)
- Clerk/Administrative Aide III: August 26, 1996 to December 31, 2024 (Casual)

- Duration: August 26, 1996 Dec. 31, 2024
- Position: Administrative Aide III
- Name of Office/Unit: Dean of Students Office
- Immediate Supervisor: Christina A. Gabrillo
- Name of Agency/Organization and Location: Visayas State University-Main Campus
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in performing administrative services and financial/administrative documents: preparation of Payrolls, Vouchers, PPMP, PRs, Appointments, Certificates, Notice of Meetings, & other Communications;
 - Deliver an efficient & customer friendly frontline services and performs other related functions;
 - Serves as Deputy Document and Records Controllers.

MERIAM M. LUNA

(Signature over Printed Name of Employee/Applicant)

Date: Dec. 26, 2024