

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	BUG-ATAN		
FIRST NAME	MARJORIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BUQUIRAN		
3. DATE OF BIRTH (mm/dd/yyyy)	9/18/1995	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:
4. PLACE OF BIRTH	Baybay Public Hospital	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.52m		House/Block/Lot No. Street
8. WEIGHT (kg)	65.7kg		BRGY. UGUIS
9. BLOOD TYPE	O		Subdivision/Village
10. GSIS ID NO.	N/A		MAHAPLAG LEYTE
11. PAG-IBIG ID NO.	121168411508		City/Municipality Province
12. PHILHEALTH NO.	12-025513336-0		6512
13. SSS NO.	06-3806025-0	18. PERMANENT ADDRESS	
14. TIN NO.	777-368-704-00000		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	N/A		BRGY. UGUIS
			Subdivision/Village
			MAHAPLAG LEYTE
			City/Municipality Province
			6512
		19. TELEPHONE NO.	
		20. MOBILE NO.	0965-128-2433 or 0999-429-8720
		21. E-MAIL ADDRESS (if any)	marjoriebugatan7@gmail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BUG-ATAN			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
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 HIGHSCHOOL	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	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2012	2016	GRADUATED	2016	N/A
GRADUATE STUDIES	FRANCISCAN COLLEGE OF IMMACULATE CONCEPCION	BACHELOR OF SCIENCE IN SECONDARY EDUCATION	2019	2020	GRADUATED	2020	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9 - 6 - 21	CS FORM 212 (Revised 2017), Page 1 of 4
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#### 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)

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## 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)



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	N/A	N/A
ARTS	N/A	N/A
MUSIC	N/A	N/A
SPORTS	N/A	N/A

(Continue on separate sheet if necessary)

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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>RESIGNATION: Resigned due to family matters. _____</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>		
Government Issued ID: LAND TRANSPORTATION OFFICE	Signature (Sign inside the box)	
ID/License/Passport No.: H12-12-002111	9 - 6 - 21	
Date/Place of Issuance: 9/6/2018	Date Accomplished	Right Thumbmark



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

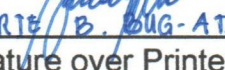
- List of Accomplishments and Contributions (if any)
  - Located and Established competent supply chain partners for the Hotel.
- Summary of Actual Duties
  - Responsible for sourcing out supply chain partners for the entire hotel and its departments.
  - Accepting and processing of purchase request of hotel departments and making purchase orders to hotel suppliers.

- 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 schools TESDA Licence in Bartending and Housekeeping.
- Summary of Actual Duties
  - Responsible for holding and facilitating TESDA Scholarship programs, Assist and process NCII Certificates, Monitoring of TESDA Assessment Centers and UPTRAS Registrations.

- Duration: April 5, 2021 – Present
- Position: Part-Time Instructor/ BSHM Program Secretary
- Name of Office/Unit: Department of Tourism and Hospitality Management.
- Immediate Supervisor: Venice B. Ibañez
- Name of Agency/ Organization and Location: Visayas State University, Visca, Baybay City, Leyte.

- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible for preparing lessons to be taught during class discussions.
  - Responsible for assisting students with academic concerns.
  - Responsible for training, teaching and providing students with the needed knowledge that they must acquire for the/ their chosen degree.

  
MARJORIE B. BUG-ATAN  
(Signature over Printed Name  
Of Employee/Applicant)

Date: 9-6-21