

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	LUMEN		
FIRST NAME	MIKE LAURENCE		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	VILBAR		
3. DATE OF BIRTH (mm/dd/yyyy)	8/14/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MAASIN CITY, SOUTHERN 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	<div>House/Block/Lot No. Street</div> <div>SITIO BASAK RIZAL</div> <div>Subdivision/Village Barangay</div> <div>MAASIN CITY SOUTHERN LEYTE</div> <div>City/Municipality Province</div>
7. HEIGHT (m)	1.75	ZIP CODE	6600
8. WEIGHT (kg)	80		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	<div>House/Block/Lot No. Street</div> <div>SITIO BASAK RIZAL</div> <div>Subdivision/Village Barangay</div> <div>MAASIN CITY SOUTHERN LEYTE</div> <div>City/Municipality Province</div>
10. GSIS ID NO.	2006465776	ZIP CODE	6600
11. PAG-IBIG ID NO.	1211-7102-4281		
12. PHILHEALTH NO.	13-251673519-1	19. TELEPHONE NO.	(032) 570-9588
13. SSS NO.	34-5911228-7	20. MOBILE NO.	09178785129
14. TIN NO.	328-551-4281	21. E-MAIL ADDRESS (if any)	mike.lumen@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.				
24. FATHER'S SURNAME	LUMEN			
FIRST NAME	LUCILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	QUIRONG			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILBAR			
FIRST NAME	WILDA			
MIDDLE NAME	BALBUENA		(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	MAASIN CENTRAL SCHOOL	PRIMARY LEVEL	6/7/2004	3/28/2008	PRIMARY LEVEL	2008	N/A
SECONDARY	SAINT JOSEPH COLLEGE	HIGH SCHOOL	6/4/2008	3/30/2012	HIGH SCHOOL	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 DEVELOPMENT COMMUNICATION	6/4/2012	4/13/2016	COLLEGE GRADUATE	2016	N/A
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTERS OF ARTS IN COMMUNICATION	8/17/2019	PRESENT	ONGOING - THEIRS FINAL DEFENSE	N/A	N/A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE May 13, 2025



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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)

## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
KNOWS BUSINESS MATTER	N/A	N/A
WRITING		
DRAFT ARTICLES		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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.
EDA J. OPINA	BONTOC , SOUTHERN LEYTE	9556830884
DANN BACOLOD	CEBU CITY	9190777718
ANNIE L. TALABO	MAHARLETA, LEYTE	9165347484

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

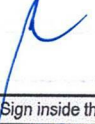
  
Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PASSSPORT

ID/License/Passport No.: P7315431A


Date/Place of Issuance: MAY 25, 2018/TACLOBAN CITY

  
Signature (Sign inside the box)

May 12, 2025

Date Accomplished

SUBSCRIBED AND SWORN to before me this 18 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

  
Person Administering Oath

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**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.

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
- List of Accomplishments and Contributions (if any)
  - Developed recruitment plan
  - Designed training program for retirees under EO 366
- Summary of Actual Duties
  - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: April 8, 2024-May 12, 2025
- Position: Executive Assistant III
- Name of Office/Unit: Office of the President
- Immediate Supervisor: Prose Ivy G. Yepes
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Provides advanced administrative and secretarial support to the University President. This includes managing schedules and communications, preparing and reviewing correspondence and reports, organizing meetings and events, handling confidential documents, coordinating with internal and external stakeholders, and assisting in day-to-day operations to help ensure the smooth functioning of the office

MIKE LAWRENCE O. UNWEN  
(Signature over Printed Name  
of Employee/Applicant)

Date: MAY 13, 2025