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 TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1, CSID No. Print legibly. Tick appropriate boxes ( and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2 SURNAME Luna NAME EXTENSION (JR., SR) FIRST NAME Meriam MIDDLE NAME Martinez 3. DATE OF BIRTH 7/16/1972 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by naturalization by birth 4. PLACE OF BIRTH Ormoc City If holder of dual citizenship, Pls. indicate country: please indicate the details. 5 SEX ☐ Male **✓** Female -Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS ☐ Widowed House/Block/Lot No. ☐ Separated Street Bunga Other/s: Subdivision/Village Barangay 7. HEIGHT (m) 154 cm Baybay Leyte City/Municipality Province 8. WEIGHT (kg) 67 kg ZIP CODE 6521 18 PERMANENT ADDRESS 9. BLOOD TYPE 0 House/Block/Lot No. Street 10 GSIS ID NO Bunga CM-3878143 (Policy) & CRN 006-0073-8331-3 Subdivision/Village Barangay 11. PAG-IBIG ID NO. 0801-074874-09 Baybay Leyte Citv/Munici 12 PHILHEALTH NO 13-000015368 ZIP CODE 6521 13. SSS NO. None 19 TELEPHONE NO None 14. TIN NO. 186-777-808 20 MOBILE NO 09359953253 15. AGENCY EMPLOYEE NO V000628 21. E-MAIL ADDRESS (if any) meriam.luna@vsu.edu.ph 22. SPOUSE'S SURNAME Luna 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME Regino Diana Grace M. Luna 2/25/1988 Manilag Lea M. Luna MIDDLE NAME 9/5/1991 Cindy M. Luna OCCUPATION Driver/Self-employed 12/9/1996 Regine M. Luna EMPLOYER/BUSINESS NAME **Public Utility Vehicle** 4/6/1998 Jessica M. Luna BUSINESS ADDRESS Baybay City, Leyte 12/24/1999 TELEPHONE NO 9365341622 Shaira M. Luna 9/23/2001 Dave Jhared M. Luna 24. FATHER'S SURNAME Martinez 11/3/2009 NAME EXTENSION (JR., SR) FIRST NAME Teodoro MIDDLE NAME Nodalo 25. MOTHER'S MAIDEN NAME SURNAME Erasmo FIRST NAME Gloria MIDDLE NAME Mendola (Continue on separate sheet if necessary SCHOLARSHIP HIGHEST LEVEL/ NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE I FVFI YEAR ACADEMIC UNITS EARNED (if not graduated) (Write in full) (Write in full) GRADUATED HONORS RECEIVED From То Second ELEMENTARY Ormoc City Central School, Ormoc City NA 1979 1985 Graduated 1985 Honor Bunga National High School, Bunga, Baybay City, SECONDARY Second NA 1991 Graduated 1992 1992 Leyte Honor VOCATIONAL / N.A N.A TRADE COURSE Franciscan College of the Immaculate Conception, COLLEGE Junior Secretarial Course Baybay City, Leyte 1993 1995 Graduated 1995 Franciscan College of the Immaculate Conception, Bachelor of Science in Office Administration 2002 2003 18 units Baybay City, Leyte GRADUATE STUDIES N.A N.A

Mina

SIGNATURE

27. CARE		1080 (BOARD/ BAR) UNDER WS/ CES/ CSEE	RATING	DATE OF				LICENSE (if	applicable)
BARANGAY ELIGIBILITY / DRIVER'S LICENSE			(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / C		RMENT	NUMBER	Date of Validity
CSC - TESDA Skills (Data Encoder)  Trade Test for Data Encoder			76.78%	Feb. 26, 1999 Mar. 3, 1999	Ormoc City Tacloban City				
			Passed						
			TO SECURITY OF THE SECURITY OF						
	XPERIENCE			ontinue on separate sheet if					
(Include priva 28. INCLU	ISIVE DATES	t. Start from your recent t	work) Descriptio	n of duties should be i	ndicated in the attached	Work Exper	salaryi Jobi Pay		
(mm/dd/yyyy) POSITION TI (Write in full/Do not a				NCY / OFFICE / COMPANY O not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE	
From	То	O. 1441					INCREMENT		(Y/N)
Jan. 1, 2022 Aug. 26,	Present	Clerk/Administrati		USSO/ODS, VSU, Vis			Casual	Υ	
1996	1996 12/31/2021 Clerk/Administrative			Leyte			Casual	Y	
Feb. 1996	1996			OSA/USSO, VSU, Visca Baybay, City Leyte		2,000.00/mo.		Emergency	Y
				-					
	1							-	
		-							
- April -									
	. 44								
			(Co	ntinue on separate sheet if r	necessary)				
SIGNA	TURE	all	NOV		DATE	Dec	cember 27,	2021	
		VNV						FORM 212 (Revised 20	17), Page 2 of 4

IV. CIVIL SERVICE ELIGIBILITY

VI. VOLUNTARY WORK OR INVOLVEMENT I	IN CIVIC / NON-GOVERNMENT /	PEOPLE / VO	LUNTARY OF	RGANIZATION	S		
29. NAME & ADDRESS OF O (Write in full		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK	
	•	From	То		***************************************	TOURION MATURE OF WORK	
None		, +		1			
	5 x			7 7 7	- 1		
VII. LEARNING AND DEVELOPMENT (L&D) I	(Cor INTERVENTIONS/TRAINING PRI	ntinue on separate	sheet if necessary	y)			
(Start from the most recent L&D/training program and include	de only the relevant L&D/training taken for	the last five (5) ye	ars for Division C	hief/Executive/Man			
30. TITLE OF LEARNING AND DEVELOPMENT INTE	FRVENTIONS/TRAINING PROCRAMS	INCLUSIVE DATES OF ATTENDANCE			Type of LD		
(Write in full			dd/yyyy)	NUMBER OF HOURS	( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
		From	То		recrimeatiesc)		
Pecorde Management Individing UD Decords		July 14, 2021	July 16, 2021	24 Hrs.	Technical	Personnel Officers Association of the Philippines, Inc., CSC-Accredited Learning and Deviopment	
Records Management Including HR Records Control Your Records before They Control You:	The Basics of Records	Januar	27 2021	40-		Institution  Department of Science and Technology- Science	
Management and Records Control" (Webinar) Orientation of the New Supply Procurement &	ropery Management Information	January 27, 2021		4 Hrs.	Technical	and Technology Information Institute (DOST-STII)	
System (SPPMIS) via Video Conference Seminar on "Enhancing SUCs' Productivity Thro		May 26, 2020		3 Hrs.	Technical	OVPPRGEA & Supply Office Philippine Association of State Universities and	
Management"		Oct. 16, 2019	Oct. 18, 2019	24 Hrs.	Technical	Colleges	
Working Towards Personal Effectiveness		Nov. 20, 2018	Nov. 23, 2018	32 Hrs.	Technical	POAP, Inc., CSC Accredited Learning and Development Institution	
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						Laure 12 acade 2	
		4.				a fergandon de caraste a	
Assert a second							
Lance control of the second							
	(Con	tinue on separate :	sheet if necessary				
VIII. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES	32. NON	-ACADEMIC DISTIN	NCTIONS / RECOG	NITION	2460 Europe (198	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Typing, Filing, Watching Television & Listening		190			200	Control of the Contro	
Music	None					Administrative Personnel Association	
127.427.60							
A CONTRACT OF THE REAL PROPERTY OF THE PROPERTY OF THE REAL PROPERTY OF THE PROPERTY OF THE P							
] Parties of Letter				And the same of the same			
		F	P	W. College			
		5.6.16		3			
						parameter and pa	
		ntinue on separate	sheet if necessar	y)			
SIGNATURE	000	mon		D	ATE	December 27, 2021	

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34. Are you related by consanguinity or affinity to the appoin	ofing or recommending outherity as to the	,	,		
34. Are you related by consanguinity or affinity to the appoint chief of bureau or office or to the person who has imme Bureau or Department where you will be apppointed,					
a. within the third degree?		YES 🗸	NO		
	0				
b. within the fourth degree (for Local Government Unit -	Career Employees)?		NO		
		If YES, give details:			
	and the second of the second o				
35. a. Have you ever been found guilty of any administrative	e offense?	☐ YES ☑	] NO		
		If YES, give details:			
			_		
b. Have you been criminally charged before any court?			O 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	YES [	√ NO		
any court or tribunal?		If YES, give details:			
		, , , , , , , , , , , , , , , , , , ,			
37. Have you ever been separated from the service in any c			✓ NO		
retirement, dropped from the rolls, dismissal, termination (abolition) in the public or private sector?	i, end of term, finished contract or phased out	If YES, give details:			
38. a. Have you ever been a candidate in a national or local	election held within the last year (except	YES NO			
Barangay election)?		If YES, give details:			
b. Have you resigned from the government service during	ng the three (3)-month period before the last	☐ YES ☑ NO			
	election to promote/actively campaign for a national or local candidate?				
39. Have you acquired the status of an immigrant or perman	cont regident of another country?	If YES, give details:			
39. Have you adquired the status of an infiningrant of perman	ient resident of another country?	YES NO			
		If YES, give details (c	ountry):		
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b)					
7277); and (c) Solo Parents Welfare Act of 2000 (RA 89	72), please answer the following items:				
Are you a member of any indigenous group?		YES	✓ NO		
		If YES, please specify:	E NO		
b. Are you a person with disability?		☐ YES	✓ NO		
		If YES, please specify ID No:  ☐ YES ☑ NO			
c. Are you a solo parent?					
		If YES, please specify ID No:			
41. REFERENCES (Person not related by consanguinity or affinity to applie	ent less sistes)				
The relative of any not related by consultating of annity to applic	cant rappointee)				
NAME	ADDRESS	TEL. NO.			
Prof. Manolo B. Loreto, Jr.	VSU, Visca Baybay City, Leyte	565-0600-1070			
Mrs. Marwen A. Castañeda, RGC.	Viole View Processing		100		
mis. maiweii A. Castalleda, RGC.	VSU, Visca Baybay City, Leyte	565-0600-1067			
Dr. Aleli A. Villocino	VSU, Visca Baybay City, Leyte	565-0600-1064	The second second		
42. I declare under oath that I have personally accomplis		1	12		
complete statement pursuant to the provisions of pe	ertinent laws rules and regulations of the	Popublic of the	A CONTRACTOR OF THE PARTY OF TH		
Philippines. I authorize the agency head/authorized repr	resentative to verify/validate the contents state	Republic of the			
agree that any misrepresentation made in this d	ocument and its attachments shall cause	e the filing of			
administrative/criminal case/s against me.	and the disconnected officer occur	o the filling of			
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)			and the second		
PLEASE INDICATE ID Number and Date of Issuance		11			
Government Issued ID: GSIS	Ollman	1-1			
CRN-006-0073-8331-3 9560641355013		- 1	The system of		
333041333013	Signature (Sign inside the b	ox)	THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW		
Date/Place of Issuance: Tacloban City, Leyte	Date Accomplished		B. H.T.		
			Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	U 8 FEB 2022	a his/her validly issued gave	rnment ID as indicated above.		
	All direct exhibiting		minorit id as indicated above.		
	Ma				
	ATTY, RISANC, GUINOCOR				
I	VSU Chief Legal Officer				
-					
	Person Administering Oath				

## **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 Present (Casual)

- Duration: August 26, 1996 December 31, 2021
- Position: Clerk/Administrative Aide III
- · Name of Office/Unit: Office of the Dean of Students
- Immediate Supervisor: Prof. Manolo B. Loreto, Jr.
- 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.

MERIAM M. LUNA
(Signature over Printed Name of Employee/Applicant)

Date: 12 ผา พท