

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	PAÑA						
FIRST NAME	RONARD					NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GONZAGA						
3. DATE OF BIRTH (mm/dd/yyyy)	03/21/1993		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	TAGBILARAN CITY, BOHOL		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		N/A House/Block/Lot No. Street PUROK 3 PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province		
7. HEIGHT (m)	1.63		ZIP CODE		6521		
8. WEIGHT (kg)	59		18. PERMANENT ADDRESS		0005 ROAD 3 House/Block/Lot No. Street TUNHAI VILLAGE BOOY Subdivision/Village Barangay TAGBILARAN CITY BOHOL City/Municipality Province		
9. BLOOD TYPE	A+		ZIP CODE		6300		
10. GSIS ID NO.	N/A		19. TELEPHONE NO.		N/A		
11. PAG-IBIG ID NO.	1211-3238-0607		20. MOBILE NO.		09461949981		
12. PHILHEALTH NO.	1205-1391-3236		21. E-MAIL ADDRESS (if any)		ronard.pana@vsu.edu.ph		
13. SSS NO.	06-3611720-2						
14. TIN NO.	461-657-917-0000						
15. AGENCY EMPLOYEE NO.	V00923						

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	PAÑA			
FIRST NAME	LEONARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LIGAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	GONZAGA			
FIRST NAME	ROQUENA			
MIDDLE NAME	JAGANAS		(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	DOROL ELEMENTARY SCHOOL	PRIMARY EDUCATION	6/1/1999	4/1/2005	N/A	2005	CLASS VALEDICTORIAN
SECONDARY	DR. CECILIO PUTONG NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	6/1/2005	4/1/2009	N/A	2009	CLASS VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	BOHOL ISLAND STATE UNIVERSITY - MAIN CAMPUS	BS IN MECHANICAL ENGINEERING	6/1/2009	4/1/2014	N/A	2014	LGU SCHOLAR
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES DILIMAN	MS IN MECHANICAL ENGINEERING	8/1/2018	7/26/2020	N/A	2020	DOST-ERDT SCHOLAR
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		June 9, 2022		








[illegible]

**VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**  
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

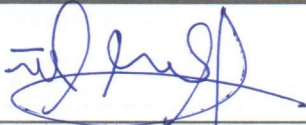
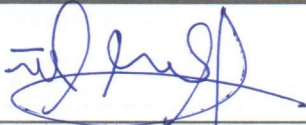
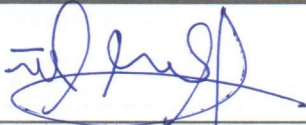



(Continue on separate sheet if necessary)

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
AUTOCAD AND 3D MODELLING SOFTWARES		N/A		PHILIPPINE SOCIETY OF MECHANICAL ENGINEERS	
MS EXCEL AND MS OFFICE PROGRAMS					
PROGRAMMING					
PAINTING					
READING					

(Continue on separate sheet if necessary)			
<b>SIGNATURE</b>		<b>DATE</b>	June 9, 2022

June 9, 2022



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)?	<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: _____ RESIGNATION FROM TTSP												
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 items: 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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. MENANDRO S. BERANA</td><td>UP DILIMAN</td><td>6329818500</td></tr><tr><td>PROF. FERDINAND G. MANEGDEG</td><td>UP DILIMAN</td><td>6329818500</td></tr><tr><td>ENGR. JUNDY R. CASTIL</td><td>VISCA, BAYBAY, LEYTE</td><td>9124147540</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. MENANDRO S. BERANA	UP DILIMAN	6329818500	PROF. FERDINAND G. MANEGDEG	UP DILIMAN	6329818500	ENGR. JUNDY R. CASTIL	VISCA, BAYBAY, LEYTE	9124147540
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU ID</td></tr><tr><td>ID/License/Passport No.: V00923</td></tr><tr><td>Date/Place of Issuance: VSU/AUGUST 22, 2016</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: VSU ID	ID/License/Passport No.: V00923	Date/Place of Issuance: VSU/AUGUST 22, 2016	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>06/09/2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	06/09/2022	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this 01 JUL 2022, Applicant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td>ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
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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.

- Duration: August 2016 – present
- Position: Instructor I
- Name of Office/Unit: Department of Mechanical Engineering
- Immediate Supervisor: Engr. Jundy R. Castil
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  
  
- Summary of Actual Duties
  - Teaches courses according to the CHED - OBE syllabus and in accordance with defined course standards and outcomes
  - Conducts relevant research in mechanical engineering and leads extension services to the community

  
RONALD G. PANA  
(Signature over Printed Name  
of Employee/Applicant)

Date: 6/9/2022