

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                       | Suganob                                                                                                                                                                                 |                                                                |                                                                                                                                                                                                  |                                 |  |
| FIRST NAME                       | Marceodor Silve                                                                                                                                                                         |                                                                |                                                                                                                                                                                                  | NAME EXTENSION (JR., SR)<br>N/A |  |
| MIDDLE NAME                      | Abayhon                                                                                                                                                                                 |                                                                |                                                                                                                                                                                                  |                                 |  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 11/26/1999                                                                                                                                                                              | 16. CITIZENSHIP                                                | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |                                 |  |
| 4. PLACE OF BIRTH                | Inopacan, Leyte                                                                                                                                                                         | If holder of dual citizenship,<br>please indicate the details. | Philippines                                                                                                                                                                                      |                                 |  |
| 5. SEX                           | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female                                                                                                                |                                                                |                                                                                                                                                                                                  |                                 |  |
| 6. CIVIL STATUS                  | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                        | 255 Sto. Rosario St. Ext<br>House/Block/Lot No. Street<br>Tinago<br>Subdivision/Village Barangay<br>INOPACAN LEYTE<br>City/Municipality Province                                                 |                                 |  |
| 7. HEIGHT (m)                    | 1.50                                                                                                                                                                                    | ZIP CODE                                                       | 6522                                                                                                                                                                                             |                                 |  |
| 8. WEIGHT (kg)                   | 68.00                                                                                                                                                                                   |                                                                |                                                                                                                                                                                                  |                                 |  |
| 9. BLOOD TYPE                    | O                                                                                                                                                                                       | 18. PERMANENT ADDRESS                                          | House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>City/Municipality Province                                                                                                         |                                 |  |
| 10. GSIS ID NO.                  | N/A                                                                                                                                                                                     | ZIP CODE                                                       |                                                                                                                                                                                                  |                                 |  |
| 11. PAG-IBIG ID NO.              | N/A                                                                                                                                                                                     |                                                                |                                                                                                                                                                                                  |                                 |  |
| 12. PHILHEALTH NO.               | N/A                                                                                                                                                                                     |                                                                |                                                                                                                                                                                                  |                                 |  |
| 13. SSS NO.                      | N/A                                                                                                                                                                                     | 19. TELEPHONE NO.                                              | N/A                                                                                                                                                                                              |                                 |  |
| 14. TIN NO.                      | 513577568                                                                                                                                                                               | 20. MOBILE NO.                                                 | 965-924-7533                                                                                                                                                                                     |                                 |  |
| 15. AGENCY EMPLOYEE NO.          | VJO02162                                                                                                                                                                                | 21. E-MAIL ADDRESS (if any)                                    | marceodor.suganob@vsu.edu.ph                                                                                                                                                                     |                                 |  |

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)<br>N/A | 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     | SUGANOB             |                                 |                                                     |                            |
| FIRST NAME               | RUSTICO             | NAME EXTENSION (JR., SR)        |                                                     |                            |
| MIDDLE NAME              | R.                  |                                 |                                                     |                            |
| 25. MOTHER'S MAIDEN NAME | ANTOLINA G. ABAYHON |                                 |                                                     |                            |
| SURNAME                  | SUGANOB             |                                 |                                                     |                            |
| FIRST NAME               | ANTOLINA            |                                 |                                                     |                            |
| MIDDLE NAME              | A.                  |                                 | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL                | NAME OF SCHOOL<br>(Write in full)            | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full)                  | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|--------------------------|----------------------------------------------|-------------------------------------------------------------------|----------------------|------|--------------------------------------------------|----------------|---------------------------------------|
|                          |                                              |                                                                   | From                 | To   |                                                  |                |                                       |
| ELEMENTARY               | Inopacan Central School                      | Elementary                                                        | 2006                 | 2012 |                                                  | 2012           | N/A                                   |
| SECONDARY                | Saint Michael College of Hindang, Leyte Inc. | Senior High School                                                | 2012                 | 2018 |                                                  | 2018           | N/A                                   |
| VOCATIONAL/ TRADE COURSE | N/A                                          |                                                                   |                      |      |                                                  |                |                                       |
| COLLEGE                  | Visayas State University                     | Bachelor of Science in Hospitality Management (Major in Culinary) | 2018                 | 2022 |                                                  | 2022           | N/A                                   |
| GRADUATE STUDIES         | Visayas State University                     | Master in Management (Major in Business Management)               | 2023                 |      | On - going                                       |                | N/A                                   |

(Continue on separate sheet if necessary)

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|-----------|--|------|------------|
| SIGNATURE |  | DATE | 03/12/2024 |
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |            | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---------------------------------------------------|---------------------------------|------------|--------------------|---------------------------|
|     |                                                   | From                            | To         |                    |                           |
|     | COMELEC<br>Inopacan, Leyte                        | 05/09/2022                      | 05/10/2022 | 8                  | DepEd Supervising Officer |
|     |                                                   |                                 |            |                    |                           |
|     |                                                   |                                 |            |                    |                           |
|     |                                                   |                                 |            |                    |                           |
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(Continue on separate sheet if necessary)

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)

| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS<br>(Write in full) | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF<br>HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                   |
|-----|--------------------------------------------------------------------------------------|--------------------------------------------------|------------|--------------------|---------------------------------------------------------------|--------------------------------------------------------------|
|     |                                                                                      | From                                             | To         |                    |                                                               |                                                              |
|     | Workshop on Program Accreditation                                                    | 01/12/2024                                       | 01/12/2024 | 8                  | Instruction                                                   | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
|     |                                                                                      |                                                  |            |                    |                                                               |                                                              |
|     |                                                                                      |                                                  |            |                    |                                                               |                                                              |
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES                                                                      | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|-------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------|-----|-----------------------------------------------------------|
|     | Cooking/Culinary                                                                                |     | Supporting Alumni                                          |     | Singles for Christ                                        |
|     | - Basic computer literacy skills - Time Management skills - Positive and can work independently |     | 1st Place KapaligiRun                                      |     | VSU Alumni Association                                    |
|     |                                                                                                 |     | Best in Business Finance                                   |     | Euphonic Choristers                                       |
|     |                                                                                                 |     |                                                            |     | Laetare Chanters Choir                                    |
|     |                                                                                                 |     |                                                            |     |                                                           |
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| SIGNATURE |  | DATE | 03/12/2024 |
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| <div>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,</div> <div>a. within the third degree?</div> <div>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>                                                                                                             |                                                                                                        | <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div>                                                                                                                                                                |      |         |          |  |  |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|----------|--|--|--|--|--|--|--|--|--|
| <div>35. a. Have you ever been found guilty of any administrative offense?</div> <div>b. Have you been criminally charged before any court?</div>                                                                                                                                                                                                                                                                                                                                                               |                                                                                                        | <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div>Date Filed: <div></div></div> <div>Status of Case/s: <div></div></div>                                                   |      |         |          |  |  |  |  |  |  |  |  |  |
| <div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                        | <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div>                                                                                                                                                                                                                                                         |      |         |          |  |  |  |  |  |  |  |  |  |
| <div>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?</div>                                                                                                                                                                                                                                                  |                                                                                                        | <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div>                                                                                                                                                                                                                                                         |      |         |          |  |  |  |  |  |  |  |  |  |
| <div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</div> <div>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?</div>                                                                                                                                                                                   |                                                                                                        | <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div>                                                                                                                   |      |         |          |  |  |  |  |  |  |  |  |  |
| <div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                        | <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details (country):</div> <div></div>                                                                                                                                                                                                                                               |      |         |          |  |  |  |  |  |  |  |  |  |
| <div>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:</div> <div>a. Are you a member of any indigenous group?</div> <div>b. Are you a person with disability?</div> <div>c. Are you a solo parent?</div>                                                                                                                                                          |                                                                                                        | <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, please specify:</div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, please specify ID No</div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, please specify ID No</div> |      |         |          |  |  |  |  |  |  |  |  |  |
| <div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>                                                                                                                                                                                            |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                               | NAME | ADDRESS | TEL. NO. |  |  |  |  |  |  |  |  |  |
| NAME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ADDRESS                                                                                                | TEL. NO.                                                                                                                                                                                                                                                                                                                                                                                      |      |         |          |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                               |      |         |          |  |  |  |  |  |  |  |  |  |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                               |      |         |          |  |  |  |  |  |  |  |  |  |
| <div>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.</div> |                                                                                                        | <div><div>ID picture taken within the last 6 months<br/>3.5 cm x 4.5 cm (passport size)</div><div>With full and handwritten name tag and signature over printed name</div><div>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div> <div></div>                                                                                                            |      |         |          |  |  |  |  |  |  |  |  |  |
| <div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: N/A</div><div>ID/License/Passport No.: N/A</div><div>Date/Place of Issuance: N/A</div></div>                                                                                                                                                                                                                                               | <div><div>Signature (Sign inside the box)</div><div>03/12/2024</div><div>Date Accomplished</div></div> | <div>Right Thumbmark</div>                                                                                                                                                                                                                                                                                                                                                                    |      |         |          |  |  |  |  |  |  |  |  |  |
| <div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div></div> <div>Person Administering Oath</div>                                                                                                                                                                                                                                                                                                                           |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                               |      |         |          |  |  |  |  |  |  |  |  |  |