

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	Muertigue		
FIRST NAME	Jesibel	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Lufrangco		
3. DATE OF BIRTH (mm/dd/yyyy)	10/03/1992	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Mapgap, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX AT BIRTH	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	30 de Deceimbre St. House/Block/Lot No. Street Poblacion Zone 23 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6521
8. WEIGHT (kg)	42.00		
9. BLOOD TYPE	A+		18. PERMANENT ADDRESS
10. UMID ID NO.			House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
11. PAG-IBIG ID NO.	N/A	ZIP CODE	
12. PHILHEALTH NO.	N/A		
13. PhilSys NO. (PSN)		19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	916-910-8769
15. AGENCY EMPLOYEE NO.	V01247	21. E-MAIL ADDRESS (if any)	jesibel.muertigue@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Muertigue		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Rodney	NAME EXTENSION (JR., SR)	Yzabella Lyanna L. Muertigue	11/28/2022
MIDDLE NAME	Ariosa			
OCCUPATION	Pharmacist			
EMPLOYER/BUSINESS NAME	Immaculate Conception Hospital			
BUSINESS ADDRESS	PAN-PHILIPPINE HIGHWAY, BAYBAY CITY, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Lufrangco			
FIRST NAME	Pablo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Niepez			
25. MOTHER'S MAIDEN NAME	Elena Manla Gutas			
SURNAME	Lufrangco			
FIRST NAME	Elena			
MIDDLE NAME	Gutas		(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	Pajo Elementary School	Elementary	1995	2005		2005	N/A
SECONDARY	Babag National High School	High School	2005	2009		2009	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of Cebu-LM	Bachelor of Science in Nursing	2009	2010	103	2010	N/A
GRADUATE STUDIES	N/A						
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		12/15/2025		

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	N/A	
(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 (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Risk Assessment Workshop	09/11/2023	09/12/2023	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Working Towards Personal Effectiveness	08/22/2023	08/25/2023	32	Technical	Personnel Officers Association of the Philippines (POAP)
	BASIC CONDUCTING SEMNIAR	03/15/2023	03/15/2023	2	Technical	Institute of Human Kinetics, Visayas State University
	Mandatory Orientation and Reorientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	08/25/2022	08/25/2022	8	Instruction	Office of the Vice-President for Academic Affairs, Visayas State University
	VIRTUAL AWARENESS SEMINAR on RA No. 11032 (Ease of Doing Business)	06/28/2022	06/28/2022	8	Technical	Legal Office, Visayas State University
	TRAINING ON EDATS	04/28/2022	04/28/2022	4	Technical	Office of the Vice-President for Administration and Finance, Visayas State University
	GENDER, CLIMATE, AND DISASTER RESILIENCE: CHALLENGES OF EQUITY AND SUSTAINABILITY	03/01/2021	03/01/2021	4	Technical	National Resilience Council
	ISO RE-AWARENESS SEMINAR	11/27/2020	11/27/2020	4	Technical	Office of the President, Visayas State University
	STRATEGIC PLAN MONITORING	11/25/2020	11/26/2020	16	Technical	Office of the Vice-President for Academic Affairs, Visayas State University
	HRMIS CYBER SECURITY TRAINING	12/18/2019	12/19/2019	16	Technical	Office of the Director for Human Resource Management, Visayas State University
	SEMINAR-WORKSHOP ON RECORDS MANAGEMENT & NAP FORM	12/13/2019	12/13/2019	8	Technical	Office of the Director for Human Resource Management, Visayas State University
	PDS TRAINING	11/26/2019	11/26/2019	4	Technical	Office of the Director for Human Resource Management, Visayas State University
	ORIENTATION WORKSHOP ON NEWLY HIRED JOB ORDER EMPLOYEE IN VSU	01/14/2019	01/14/2019	8	Technical	Office of the Director for Human Resource Management, Visayas State University
	HANDS-ON TRAINING ON HRMIS	09/06/2018	09/06/2018	8	Technical	Office of the Director for Human Resource Management, Visayas State University
(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)		
	Clerical Skills	N/A		N/A		
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills					
	Baking					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	12/15/2025	

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		OFFICE / RESIDENTIAL ADDRESS
CONTACT NO. AND/OR EMAIL		
ANGELICA P. BALDOS		DFS,VSU, BAYBAY CITY
565 0600-1026		
DENNIS P. PEQUE		CFES,VSU, BAYBAY CITY, LEYTE
565 0600-1109		
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.		
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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A		Signature (Sign inside the box) 12/15/2025 Date Accomplished
		Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm PHOTO Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		