

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	SEQUEÑA		
FIRST NAME	MARIA MICHELLE	N/A	
MIDDLE NAME	MAGDOZA		
3. DATE OF BIRTH (mm/dd/yyyy)	13/03/1991	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	MARIBOJOC BOHOL	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	APT 64 KILBOURNE DRIVE House/Block/Lot No. Street VSU LOWER CAMPUS PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6525
7. HEIGHT (m)	1.53 CM	18. PERMANENT ADDRESS	House/Block/Lot No. Street SANJUAN POBLACION Subdivision/Village Barangay MARIBOJOC BOHOL City/Municipality Province ZIP CODE 6336
8. WEIGHT (kg)	73 kg		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1211-7137-1545	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	12-201557525-3	20. MOBILE NO.	09776427635
13. SSS NO.	06 313 6159 0	21. E-MAIL ADDRESS (if any)	maria.sequena@vsu.edu.ph
14. TIN NO.	330 55461 00000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	SEQUEÑA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DINDO	N/A	XAVIER JETT M. SEQUEÑA
MIDDLE NAME	SALAC		31/01/2018
OCCUPATION	GAMEFOWL SPECIALIST		
EMPLOYER/BUSINESS NAME	UNAHCO.INC		
BUSINESS ADDRESS	ILOILO		
TELEPHONE NO.	09772406650		
24. FATHER'S SURNAME	MAGDOZA		
FIRST NAME	MICHAEL	N/A	
MIDDLE NAME	DICDICAN		
25. MOTHER'S MAIDEN NAME			
SURNAME	HOMES		
FIRST NAME	MARIA		
MIDDLE NAME	BOYOSE	(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	STA. CRUZ ELEMENTARY SCHOOL	PRIMARY	1998	2004		2004	N/A
SECONDARY	PAGNITOAN HIGH SCHOOL	SECONDARY	2004	2008		2008	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	UNDERGRADUATE	2012	2016		2016	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management - Business Management	ongoing				

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	January 10, 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			
	VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION	13/04/2016	PRESENT		MEMBER	
(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			
NO PRESENT SIMINAR ATTENDED						
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	BAKING / COOKING	N/A				VSU ALUMNI ASSOCIATION
	DANCING					
	SPSS					
	Computer (Microsoft Office / WSP)					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		January 10, 2025

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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: \_\_\_\_\_

END OF CONTRACT

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  
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.
PROF. ERNESTO F. BULAYOG	VISCA BAYBAY CITY	<a href="mailto:efbulayog@vsu.edu.ph">efbulayog@vsu.edu.ph</a>
PROF. BRENDA RAMONEDA	VISCA BAYBAY CITY	<a href="mailto:brendaramoneda@vsu.edu.ph">brendaramoneda@vsu.edu.ph</a>
ALLNE GLENNIE P. LAMBERT	VISCA BAYBAY CITY	(053) 563-7762


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.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PHILHEALTH**

ID/License/Passport No.: **12-201557525-3**


Date/Place of Issuance:




Signature (Sign inside the box)

January 10, 2025

Date Accomplished



PHOTO



Right Thumbmark

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

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4