

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	Bandalan			
FIRST NAME	Marvin	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Bayno			
3. DATE OF BIRTH (mm/dd/yyyy)	09/15/1991	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	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	<input checked="" type="checkbox"/> Male <input 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		
7. HEIGHT (m)	1.58	ZIP CODE	House/Block/Lot No. Street San Isidro	
8. WEIGHT (kg)	60.00		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	O		City/Municipality Province 6521	
10. GSIS ID NO.	N/A		18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street San Isidro
12. PHILHEALTH NO.	N/A	Subdivision/Village Barangay BAYBAY LEYTE		
13. SSS NO.	N/A	19. TELEPHONE NO.		N/A
14. TIN NO.	N/A	20. MOBILE NO.		936-392-3419
15. AGENCY EMPLOYEE NO.	V00941	21. E-MAIL ADDRESS (if any)		marvin.bandalan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Bandalan		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Aileen	NAME EXTENSION (JR., SR)	Neel Aimar R. Bandalan	03/16/2015
MIDDLE NAME	Roluna			
OCCUPATION	Appraiser			
EMPLOYER/BUSINESS NAME	Palawan Pawnshop			
BUSINESS ADDRESS	Brgy. Cogon, Ormoc City, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Bandalan			
FIRST NAME	Lito	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Perez			
25. MOTHER'S MAIDEN NAME	Bienvenida M. Bayno			
SURNAME	Bandalan			
FIRST NAME	Bienvenida			
MIDDLE NAME	Bayno		(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	San Isidro Elementary School	Elementary	1997	2003		2003	N/A
SECONDARY	Visayas State University	High School	2003	2007		2007	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Food Technology	2007	2011		2011	N/A
GRADUATE STUDIES	Visayas State University	Master in Business Management	2011	2016	28	2016	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/22/2024
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Civil Service Examination Professional Level	80.19	10/16/2011	Leyte Normal University	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2024	PRESENT	Administrative Aide IV	Visayas State University	16,209.00	4-1	Permanent	Y
01/01/2023		Administrative Aide IV	Visayas State University	15,586.00	4-1	Permanent	Y
03/21/2022		Administrative Aide IV	Visayas State University	14,993.00	4-1	Permanent	Y
03/21/2022		Administrative Aide IV	Visayas State University	15,586.00	4-1	Permanent	Y
01/01/2022		Administrative Aide III	Visayas State University	14,234.00	3-2	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,677.00	3-2	Permanent	Y
01/01/2020		Administrative Aide III	Visayas State University	13,119.00	3-2	Permanent	Y
12/01/2019	12/31/2019	Administrative Aide III	Visayas State University	12,562.00	3-2	Permanent	Y
01/01/2019	11/30/2019	Administrative Aide III	Visayas State University	12,466.00	3-1	Permanent	Y
01/01/2019		Administrative Aide III	Visayas State University	12,466.00	3-1	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide III	Visayas State University	11,914.00	3-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide III	Visayas State University	11,387.00	3-1	Permanent	Y
12/01/2016	12/31/2016	Administrative Aide III	Visayas State University	10,883.00	3-1	Permanent	Y
04/01/2013	11/30/2016	Sanitation Officer	Office for Auxiliary Services & IGP	7,040.00	-	Job Order	N
10/08/2012	02/28/2013	Cut Floor Team Leader	ALFA ALL FOOD ASIA	12,000.00	2-1	Temporary	N
07/01/2011	09/30/2012	Admin Aide, JO	Office of the Director for Auxiliary Services & IGP	4,840.00	-	Job Order	N

(Continue on separate sheet if necessary)

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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			
	Public Financial Management Workshop	09/18/2024	09/20/2024	24	Managerial	Department of Budget and Management Regional Office VIII
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	09/09/2024	09/09/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training on RA 9184 and its Revised IRR	07/02/2024	07/04/2024	24	Technical	Department of Budget & Management - RO VIII / Region Eight Association of Local Budget Officers (REALBO), Inc.
	"Virtual Training on RA 9184 and Its Revised Implementing Rules and Regulations	05/03/2021	05/07/2021	40	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Know Your Money and Counterfeit Detection	02/26/2021	02/26/2021	8	Technical	Bankers Institute of the Philippines, Inc.
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Operational Planning Workshop and Reframing of the Strategic Plan"	10/05/2020	10/07/2020	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan"	09/30/2020	09/30/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers	07/17/2019	07/18/2019	16	Technical	e-Blackboards Learning and Solutions, Inc.
	"For Brigade under RA 9514 or Fire Code of the Philippines of 2008	11/05/2018	11/09/2018	40	Technical	Bureau of Fire Protection Baybay City

(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)
	N/A		N/A		Holy Spirit Parish Lay Minister
					Knights of Colombus – Pangasugan Council

(Continue on separate sheet if necessary)

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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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div></div> <div>If YES, give details: _____</div>													
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</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<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</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)?  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><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</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<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?</div>			<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>													
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Sulpecio Bantugan</td><td>Brgy. Marcos Baybay City Leyte</td><td></td></tr><tr><td>Nestor Israel</td><td>Brgy. Hibunawan, Baybay City, Leyte</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>					NAME	ADDRESS	TEL. NO.	Sulpecio Bantugan	Brgy. Marcos Baybay City Leyte		Nestor Israel	Brgy. Hibunawan, Baybay City, Leyte				
NAME	ADDRESS	TEL. NO.														
Sulpecio Bantugan	Brgy. Marcos Baybay City Leyte															
Nestor Israel	Brgy. Hibunawan, Baybay City, Leyte															
<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><div>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size)  With full and handwritten name tag and signature over printed name  Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>													
<div><div>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: <b>N/A</b> ID/License/Passport No.: <b>N/A</b> Date/Place of Issuance: <b>N/A</b></div></div>		<div><div></div><div>Signature (Sign inside the box) 11/22/2024 Date Accomplished</div></div>														
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>																