

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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. (Do not fill up. For CSC use only)

| | | | | | | | | | | | | |
|---|---|--|--|---|----------------------|---------|--|---|----------------|-----------------|---------------------------------------|--|
| I. PERSONAL INFORMATION | | | | | | | | | | | | |
| 2. SURNAME | BUGAOISAN | | | | | | | | | | | |
| FIRST NAME | MA. RIZALINA | | | NAME EXTENSION (JR., SR) | | | | | | | | |
| MIDDLE NAME | SEBALLOS | | | | | | | | | | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 06/19/1975 | | | 16. CITIZENSHIP | | | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship | | | | | |
| 4. PLACE OF BIRTH | CATBALOGAN, SAMAR | | | If holder of dual citizenship, please indicate the details. | | | <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: | | | | | |
| 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 | | | Phase 2 Blk 2 Lot 11 | | | | | |
| 7. HEIGHT (m) | 1.549 m | | | ZIP CODE | | | 6700 | | | | | |
| 8. WEIGHT (kg) | 46.5 kg | | | 18. PERMANENT ADDRESS | | | SAN JOSE CALLEJON | | | | | |
| 9. BLOOD TYPE | "B+" | | | ZIP CODE | | | 6700 | | | | | |
| 10. GSIS ID NO. | 75061900721 / BP No. 2000196860 | | | 19. TELEPHONE NO. | | | (055) 543-8126 | | | | | |
| 11. PAG-IBIG ID NO. | 1700-0066-6531 | | | 20. MOBILE NO. | | | 09776900572 / 09394158570 | | | | | |
| 12. PHILHEALTH NO. | 13-0000-47172-1 | | | 21. E-MAIL ADDRESS (if any) | | | mrsbugaoisan@yahoo.com / shannengemini@gmail.com | | | | | |
| 13. SSS NO. | 06-1468342-8 | | | | | | | | | | | |
| 14. TIN NO. | 187-204-256 | | | | | | | | | | | |
| 15. AGENCY EMPLOYEE NO. | N/A | | | | | | | | | | | |
| II. FAMILY BACKGROUND | | | | | | | | | | | | |
| 22. SPOUSE'S SURNAME | BUGAOISAN | | | 23. NAME of CHILDREN (Write full name and list all) | | | DATE OF BIRTH (mm/dd/yyyy) | | | | | |
| FIRST NAME | ERIC PAULUS | | | NAME EXTENSION (JR., SR) | | | DENVER EARL PAUL S. BUGAOISAN | | | | | |
| MIDDLE NAME | RODRIGUEZ | | | | | | MA. PAULA DANIELLE S. BUGAOISAN | | | | | |
| OCCUPATION | SPECIALIST I | | | | | | | | | | | |
| EMPLOYER/BUSINESS NAME | NATIONAL GRID CORPORATION OF THE PHILIPPINES (NGCP) | | | | | | | | | | | |
| BUSINESS ADDRESS | AMR-VISMIN METERING SERVICES DIVISION, TALAMBAN POWER CENTER, TALAMBAN, CEBU CITY | | | | | | | | | | | |
| TELEPHONE NO. | (032) 236-4600 EXT 2343 | | | | | | | | | | | |
| 24. FATHER'S SURNAME | SEBALLOS (DECEASED) | | | | | | | | | | | |
| FIRST NAME | DOMINADOR | | | NAME EXTENSION (JR., SR) | | | SR. | | | | | |
| MIDDLE NAME | AMANGYAN | | | | | | | | | | | |
| 25. MOTHER'S MAIDEN NAME | | | | | | | | | | | | |
| SURNAME | CUESO | | | | | | | | | | | |
| FIRST NAME | EMERITA | | | | | | | | | | | |
| MIDDLE NAME | BORJA | | | | | | (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 | MERCEDES ELEMENTARY SCHOOL | | ELEMENTARY | | 1981 | 1987 | | | 1987 | SALUTATORIAN | | |
| SECONDARY | SAMAR STATE POLYTECHNIC COLLEGE | | HIGH SCHOOL | | 1987 | 1991 | | | 1991 | 1ST HON MENTION | | |
| VOCATIONAL / TRADE COURSE | NONE | | | | | | | | | | | |
| COLLEGE | SACRED HEART COLLEGE | | BACHELOR OF ARTS | | 1991 | 1995 | | | 1995 | PROG SERV AWARD | | |
| | SAMAR STATE UNIVERSITY | | DIPLOMA IN TEACHING (DIT) | | 2012 | 2015 | 39 units | | | | | |
| GRADUATE STUDIES | SAMAR STATE UNIVERSITY | | MASTERS IN PUBLIC MANAGEMENT | | 2001 | 2010 | | | 2010 | NONE | | |
| | LEYTE NORMAL UNIVERSITY | | DOCTOR OF MANAGEMENT (HUMAN RESOURCE MANAGEMENT) | | SUM2016 | PRESENT | CAR | | N/A | N/A | | |
| (Continue on separate sheet if necessary) | | | | | | | | | | | | |
| SIGNATURE | | | | DATE | | | | 08/01/2020 | | | | |
| | | | | | | | | CS FORM 212 (Revised 2017), Page 1 of 4 | | | | |

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 |
| | CAREER SERVICE EXAMINATION (PROFESSIONAL) | 83.57% | 17/12/1995 | CATBALOGAN, SAMAR | N/A | N/A |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

08/01/2020

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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 | | | |
| NONE | | | | | | |
| | | | | | | |
| | | | | | | |
| (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) | CONDUCTED/SPONSORED BY (Write in full) |
| | | From | To | | | |
| | 2019 REGIONAL CONGRESS OF HUMAN RESOURCE PRACTITIONERS (HRMPs) | 02/28/2019 | 03/01/2019 | 16 | LEADERSHIP | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM AWARENESS SEMINAR | 02/21/2018 | 02/22/2018 | 16 | FOUNDATION | MANAGEMENT SYSTEMS CONSULTANCY |
| | SUPERVISORY DEVELOPMENT PROGRAM COURSES 1 & 2 | 12/10/2018 | 12/13/2018 | 32 | SUPERVISORY | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | SEMINAR-WORKSHOP ON THE 2017 RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS) | 08/23/2018 | 08/24/2018 | 16 | TECHNICAL | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | 2018 PUBLIC SECTOR HR SYMPOSIUM | 07/18/2018 | 07/20/2018 | 16 | LEADERSHIP & MANAGERIAL | CIVIL SERVICE COMMISSION (CSC) |
| | 3-DAY TRAINING ON QUALITATIVE RESEARCH USING NVIVO | 06/22/2018 | 06/24/2018 | 24 | FOUNDATION | SAMAR STATE UNIVERSITY |
| | GOVERNMENT ACCOUNTING MANUAL (INTERNAL PROCEDURES) | 06/04/2018 | 06/04/2018 | 8 | FOUNDATION | SAMAR STATE UNIVERSITY |
| | PRIME-HRM CONVERSATION WITH LEADERS | 05/29/2018 | 05/30/2018 | 16 | LEADERSHIP | CIVIL SERVICE COMMISSION (CSC) |
| | IN-HOUSE CAPABILITY TRAINING/SEMINAR FOR FRONTLINERS & ADMIN PERSONNEL | 12/27/2017 | 12/27/2017 | 8 | TECHNICAL | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | OMNIBUS RULES ON APPOINTMENTS & OTHER HUMAN RESOURCE ACTIONS (ORA-CHRA) | 11/20/2017 | 11/21/2017 | 16 | MANAGERIAL | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | 1ST SERVICE EXCELLENCE SUMMIT FOR LEADERS | 09/22/2017 | 09/22/2017 | 8 | LEADERSHIP | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | TRAINING ON TRAINING NEEDS ANALYSIS (TNA) | 05/22/2017 | 05/23/2017 | 16 | FOUNDATION | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | 3-DAY PRIME-HRM WORKSHOP | 05/10/2017 | 05/12/2017 | 24 | LEADERSHIP | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | EASTERN VISAYAS REGIONAL CONGRESS OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS | 04/04/2017 | 04/05/2017 | 8 | LEADERSHIP | CIVIL SERVICE COMMISSION (CSC) |
| | ISO 9001:2008 INTERNAL QUALITY AUDIT TRAINING | 02/07/2017 | 02/09/2017 | 24 | TECHNICAL | SAMAR STATE UNIVERSITY |
| | PERFORMANCE CALIBRATION WORKSHOP FOR SUPERVISORS | 10/20/2016 | 10/21/2016 | 16 | TECHNICAL | CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE |
| | 2016 PUBLIC SECTOR HR SYMPOSIUM | 05/23/2016 | 05/25/2016 | 16 | LEADERSHIP & MANAGERIAL | PHILIPPINES AUSTRALIA HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT FACILITY (PAHROOF) AND |
| | FOUR (4) CS OF CHANGE FOR LEADERS | 04/27/2016 | 04/29/2016 | 24 | SUPERVISORY | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | ISO 9001:2008 AWARENESS COURSE (QUALITY MANAGEMENT SYSTEM) | 02/24/2016 | 02/24/2016 | 8 | FOUNDATION | AJA REGISTRARS, INC. |
| | 4TH VISAYAS CONGRESS OF HRMPs | 11/05/2014 | 11/07/2014 | 24 | LEADERSHIP | CIVIL SERVICE COMMISSION (CSC) RO8, 6, 7, 8 |
| | 2014 HR SYMPOSIUM | 04/24/2014 | 04/25/2014 | 16 | LEADERSHIP | CIVIL SERVICE INSTITUTE (CSI) / CIVIL SERVICE COMMISSION (CSC) |
| | SEMINAR WORKSHOP ON ANTI-SEXUAL HARASSMENT (SWASH) | 03/19/2014 | 03/20/2014 | 16 | TECHNICAL | CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE |
| | TRAINING ON EXAMINATION ADMINISTRATION (TEA) | 09/28/2012 | 09/28/2012 | 8 | FOUNDATION | CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE |
| | ORIENTATION ON STRATEGIC PERFORMANCE MANAGEMENT SYSTEM | 08/28/2012 | 08/29/2012 | 16 | FOUNDATION | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | ORIENTATION-WORKSHOP ON THE NEW SALN | 03/15/2012 | 03/15/2012 | 8 | FOUNDATION | CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE |
| | STRATEGIC PLANNING WORKSHOP FOR SSU STRATEGIC DEVT PLAN FOR CY 2012-2017 | 03/01/2012 | 03/02/2012 | 16 | MANAGERIAL | SAMAR STATE UNIVERSITY |
| | PRE-RETIREMENT COUNSELING COURSE | 08/10/2011 | 08/11/2011 | 16 | FOUNDATION | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | SKILLS ENHANCEMENT SEMINAR FOR HUMAN RESOURCE MGT. PRACTITIONERS | 07/28/2011 | 07/29/2011 | 16 | TECHNICAL | CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE |
| | SEMINAR WORKSHOP ON RAISING THE STANDARDS: STRATEGIES IN RECORDKEEPING | 04/13/2011 | 04/15/2011 | 24 | TECHNICAL | SOCIETY OF FILIPINO ARCHIVIST |
| | SEMINAR WORKSHOP ON LEAVE ADMINISTRATION | 12/07/2010 | 12/08/2010 | 16 | TECHNICAL | CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE |
| | WORKSHOP ON TARGET-SETTING AND ACCOMPLISHMENT (WORKTA) | 10/06/2010 | 10/08/2010 | 8 | TECHNICAL | CIVIL SERVICE COMMISSION (CSC) RO8 |
| | 3RD VISAYAS ANNUAL CPD CONVENTION | 04/27/2010 | 04/29/2010 | 24 | LEADERSHIP | CIVIL SERVICE COMMISSION (CSC) |
| | COMPETENCY-BASED TRNG. (COMPONENT 1) FOR HRMPs | 10/08/2009 | 10/07/2009 | 16 | TECHNICAL | CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE |
| | SEMINAR WORKSHOP ON APPOINTMENT PREPARATIONS | 10/11/2008 | 10/12/2008 | 16 | TECHNICAL | CIVIL SERVICE COMMISSION (CSC) RO8 |
| (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) | |
| | SKILLS: GRAPHIC DESIGN & LAYOUT; WELL-VERSED ON MS OFFICE PROGRAMS; GOOD COMMUNICATION SKILLS | | NONE | | KASUGBONG MULTI-PURPOSE COOPERATIVE (KMPC) | |
| | HOBBIES: READING; DANCING; WEB SURFING; ROAD RUNNING; TRAVELING | | | | PHILIPPINE ASSOC. OF RESEARCHERS & STATISTICAL SOFTWARE USERS (PARSSU) | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | | DATE | | 08/01/2020 | | |
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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: _____
Resignation

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 | ADDRESS | TEL. NO. |
|------------------------------|------------------------|-------------------------|
| EVELYN D. ABAIGAR | SAMAR STATE UNIVERSITY | 09776921541 |
| MARILYN D. CARDOSO, Ph.D. | SAMAR STATE UNIVERSITY | 09189366839/09173221297 |
| SHIRLEEN GRACE A. BRILLANTES | SAMAR STATE UNIVERSITY | 09177145364 |

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 (e.g. Passport, GSIS, SSA, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government issued ID: DRIVER'S LICENSE

ID/License/Passport No.: H01-19-002652

Date/Place of Issuance: 2019 CATBALOGAN CITY

Signature (Sign inside the box)

08/01/2020

Date Accomplished

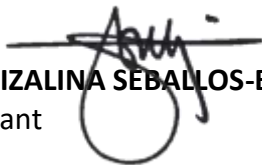


SUBSCRIBED AND SWORN to before me this 06 AUG 2020, affiant exhibiting his/her validly issued government ID as indicated above.

DOC. NO. 791
PAGE NO. 080
BOOK NO. 779
SERIES OF 2020

ATTY. MEDINO L. ACUBA
Notary Public
Commission No. CATB-RS-001
For the Cities of Catbayan and Catbalogan
and the Province of Samar

| 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: | February 04, 2014 – June 30, 2019 |
| Position: | Administrative Officer IV |
| Name of Office/Unit: | Administrative and Finance Services |
| Immediate Supervisor: | Mrs. Evelyn D. Abaigar, HRMO III Dr. Ricardo T. Severo, Jr., Campus Director |
| Name of Agency and Location: | Samar State University Mercedes Campus Brgy. Mercedes, Catbalogan City, Samar |
| List of Accomplishments and Contributions | |
| <ul style="list-style-type: none">Contributed to the achievement of the University as Bronze Awardee in the PRIME-HRM of the Civil Service Commission assessment wherein the University reached the PROCESSED-DEFINED HRM MATURITY LEVEL on it’s competencies, systems, and practices in its four HR systems: (1) recruitment, selection, and placement; (2) learning and development; (3) performance management; and (4) rewards and recognition.Contributed to the crafting of the different HR and administrative systems / procedures of the University.Contributed to achievements of the Samar State University for quality education and customer satisfaction such as AACUP Accreditation, ISO Certification 9001:2015, CHED-PRC Monitoring, etc. | |
| Summary of Actual Duties | |
| <ul style="list-style-type: none">Implements administrative policies in conformity with CSC, DBM, CHED, COA and other regulating bodies and promotes better employee relation; conducts administrative investigation and recommends appropriate disciplinary action against erring employees.Supervises and maintain the operation of the physical facilities of the Campus using the Maintenance Program of the Campus.Responsible for the management of the recruitment and selection process in coordination with the University HRMO; assist the University HRMO in crafting the Succession Planning and Career Development of the personnel through consultation and action planning;Facilitates the training needs of personnel for inclusion to the University’s professional development plan and coordinate with the University HRMO for implementation of the Learning and Development of the Campus; andProvides assistance in the management of the University and Campus’ programs and activities and performs other related functions. | |



MA. RIZALINA SEBALLOS-BUGAOISAN
Applicant

Date: August 1, 2020