

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 FIRST NAME MIDDLE NAME	UNAJAN		
	RODERICK		NAME EXTENSION (JR., SR) N /A
	MAR		
3. DATE OF BIRTH (mm/dd/yyyy)	11/01/1981	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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	CARMEN, BOHOL		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 ZIP CODE	
7. HEIGHT (m)	1.70 m		
8. WEIGHT (kg)	78 kg		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	2006294529		
11. PAG-IBIG ID NO.	1210-1248-5081	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	19-026616915-2		
13. SSS NO.	0627502541	19. TELEPHONE NO.	(053)-563-1318
14. TIN NO.	254960426	20. MOBILE NO.	+639171304169
15. AGENCY EMPLOYEE NO.	V02091	21. E-MAIL ADDRESS (if any)	roderick.unajan@vsu.edu.ph / rodarkqatar@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME	UNAJAN		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	MAGDALENE	NAME EXTENSION (JR., SR) N/A		
	CESAR			
OCCUPATION	INSTRUCTOR		N/A	N/A
EMPLOYER/BUSINESS NAME	VISAYA STATE UNIVERSITY		N/A	N/A
BUSINESS ADDRESS	VISCA, BAYBAY, LEYTE		N/A	N/A
TELEPHONE NO.	+63-563-7068		N/A	N/A
24. FATHER'S SURNAME FIRST NAME MIDDLE NAME	UNAJAN		N/A	N/A
	ANDRES	NAME EXTENSION (JR., SR) N/A	N/A	N/A
	AUGUIS		N/A	N/A
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME	UNAJAN		N/A	N/A
	MAR		N/A	N/A
	DIOSCORA		N/A	N/A
	BONGALON		(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	Carmen Central Elementary School	Primary Education	1988	1994	N/A	1994	N/A
SECONDARY	St. Anthony's Academy	Secondary	1994	1998	N/A	1998	N/A
VOCATIONAL / TRADE COURSE	AMA Computer Learning Center - Tagbilaran	Computer Programming and System Design	2002	2004	N/A	2005	N/A
COLLEGE	Visayas State University	BS in Computer Science	2017	2019	N/A	2019	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	February 05, 2025

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 Eligibility (Professional) Passer	80.87	27/03/2019	Ormoc City	328739	N/A
Driver's License	N/A	N/A	City of Baybay	J09-06-019694	01/11/2023
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	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						
03/06/2023	Present	Clerk/Document Controller	Institute of Human Kinetics (IHK), Visayas State University		3	Regular	Y
07/07/2022	03/05/2023	Clerk/Document Controller	College of Arts and Sciences (CAS), Visayas State University	534/day	N/A	Job Order	Y
08/01/2019	08/01/2021	Clerk/Document Controller	Dep't. of Agronomy, Visayas State University	9,656.36	N/A	Job Order	Y
25/06/2015	27/10/2016	Document Controller	L & T Company, Riyadh, Kingdom of Saudi Arabia	N/A	N/A	Contractual	N
27/11/2011	29/06/2014	Document Controller	KUKJE, Abu Dhabi, United Arab Emirates	N/A	N/A	Contractual	N
07/12/2010	15/05/2011	Document Controller	GS-E and C, Abu Dhabi, United Arab Emirates	N/A	N/A	Contractual	N
11/07/2009	09/03/2010	Document Controller	CCC, Alkhor, State of Qatar	N/A	N/A	Contractual	N
06/07/2008	10/07/2009	Document Controller	QCS Project, Alkhor, State of Qatar	N/A	N/A	Contractual	N
05/09/2007	02/12/2007	Census Enumerator	NSO, Tagbilaran City	N/A	N/A	Contractual	Y
11/05/2006	20/05/2007	Layout Artist	The Guardian Balita News Paper	N/A	N/A	Contractual	N
02/09/2005	15/01/2006	Data Encoder	DPWH, Pagadian City	N/A	N/A	Contractual	Y
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 05, 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		
	IHK Community Outreach Program with the theme: "Kabataan: Paduwaon ug Lingawon" at Monterico Elementary School, Brgy. Monterico, Baybay City, Leyte	Mar-22-2024	Mar-22-2024	8 hours	Facilitator
	N/A	N/A	N/A	N/A	N/A
	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			
	Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition	Nov-20-2024	Nov-20-2024		Technical	VISAYAS STATE UNIVERSITY
	2024 VSU ISO 9001:2015 Awareness/Re-Awareness Webinar	Sep-09-2024	Sep-09-2024		Technical	VISAYAS STATE UNIVERSITY
	16 hours Seminar Workshop on Basic Records and Archives Management (BRAM)	Jul-30-2024	Jul-31-2024	16 hours	Technical	National Archive of the Philippines & Visayas State University at Convention Center
	32 Training Hours on Developing Effective Workteams (July 9-12, 2024)	Jul-09-2024	Jul-12-2024	32 hours	Technical	Personnel Officers Association of the Philippines (POAP), Costa Palawan Resort Puerto Princesa
	HRIS Software Onboarding (via Zoom)	Dec-06-2023	Dec-06-2023		Technical	VISAYAS STATE UNIVERSITY
	Unlocking Excellence: The 5s Revolution for Clerks and Heads at Visayas State University	Sep-29-2023	Sep-29-2023		Technical	VISAYAS STATE UNIVERSITY
	VSU ISO 9001:2015 Awareness/Re-Awareness Webinar	Aug-29-2023	Aug-29-2023		Technical	VISAYAS STATE UNIVERSITY
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	Feb-09-2023	Feb-09-2023		Technical	VISAYAS STATE UNIVERSITY
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	Sep-07-2022	Sep-07-2022		Technical	VISAYAS STATE UNIVERSITY
	VSU ISO 9001:2015 Awareness/Re-Awareness Seminar	Aug-30-2022	Aug-31-2022		Technical	VISAYAS STATE UNIVERSITY
	Webinar Presentation on "Document Tracking System"	Nov-13-2020	Nov-13-2020	3 hours	Technical	VISAYAS STATE UNIVERSITY
	Orientation Workshop Among JO Clerks & Laboratory Technicians	Jan-15-2019	Jan-15-2019		Technical	VISAYAS STATE UNIVERSITY
	International Society of Safety Practitioners	Feb-06-2009	Mar-06-2009	40 hours	Technical	FILCOA Compound, Doha, State of Qatar


(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		National Voluntary Blood Services Program - Blood Donor 27th day of August 2022, Baybay City		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 05, 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)?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>																
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>																
37. Have you ever been separated from the service in any of the following modes: <u>resignation</u> , retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?		<div><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</div> <div>If YES, give details: <u>Finished contract, and Resignation (Private)</u></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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>																
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>																
41. REFERENCES <small>(Person not related by consanguinity or affinity to applicant /appointee)</small>																		
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. ANDREW A. MAZO</td><td>, Institute of Human Kinetics, Visayas State University</td><td>09485105847</td></tr><tr><td>JOSELLE R. CAYETANO</td><td>Faculty, IHK, Visayas State University, Baybay, Leyte</td><td>639176734281</td></tr><tr><td>FLORIFE A. GATCHALIAN</td><td>Director, Sports Development, VSU</td><td>+639175501289</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. ANDREW A. MAZO	, Institute of Human Kinetics, Visayas State University	09485105847	JOSELLE R. CAYETANO	Faculty, IHK, Visayas State University, Baybay, Leyte	639176734281	FLORIFE A. GATCHALIAN	Director, Sports Development, VSU	+639175501289	<div></div> <div>PHOTO</div>				
NAME	ADDRESS	TEL. NO.																
Dr. ANDREW A. MAZO	, Institute of Human Kinetics, Visayas State University	09485105847																
JOSELLE R. CAYETANO	Faculty, IHK, Visayas State University, Baybay, Leyte	639176734281																
FLORIFE A. GATCHALIAN	Director, Sports Development, VSU	+639175501289																
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.																		
<table><tr><td colspan="2">Government Issued ID <small>(i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</small></td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Passport</td></tr><tr><td>ID/License/Passport No.:</td><td>P7669537A</td></tr><tr><td>Date/Place of Issuance:</td><td>Tacloban, Leyte</td></tr></table>	Government Issued ID <small>(i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</small>		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Passport	ID/License/Passport No.:	P7669537A	Date/Place of Issuance:	Tacloban, Leyte	<table><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">February 05, 2025</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>	Signature (Sign inside the box)		February 05, 2025		Date Accomplished		<div></div> <div>Right Thumbmark</div>
Government Issued ID <small>(i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</small>																		
PLEASE INDICATE ID Number and Date of Issuance																		
Government Issued ID:	Passport																	
ID/License/Passport No.:	P7669537A																	
Date/Place of Issuance:	Tacloban, Leyte																	
Signature (Sign inside the box)																		
February 05, 2025																		
Date Accomplished																		
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.																		
<div></div> <div>Person Administering Oath</div>																		