

# 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 ( ) a ☐ use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	BUG-ATAN		
FIRST NAME	MARJORIE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	BUQUIRAN		
3. DATE OF BIRTH (mm/dd/yyyy)	9/18/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay Public Hospital	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	House/Block/Lot No. Street BRGY. UGUIS Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province 6512
7. HEIGHT (m)	1.52m		
8. WEIGHT (kg)	65 kg	ZIP CODE	6512
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. UGUIS Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province 6512
10. GSIS ID NO.	N/A	ZIP CODE	6512
11. PAG-IBIG ID NO.	121168411508		
12. PHILHEALTH NO.	12-025513336-0		
13. SSS NO.	06-3806025-0	19. TELEPHONE NO.	N/A
14. TIN NO.	777-368-704-000	20. MOBILE NO.	0999-429-8720
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	maroriebugatan7@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ESCUADRA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JAMES	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	BALBARINO			
OCCUPATION	OFFICE CLERK			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY (MAIN)			
BUSINESS ADDRESS	BRGY. PANGASUGAN, BAYBAY CITY, LEYTE			
TELEPHONE NO.	(053) 565 0600			
24. FATHER'S SURNAME	BUG-ATAN			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	DUARTE			
25. MOTHER'S MAIDEN NAME	CASAL			
SURNAME	BUG-ATAN			
FIRST NAME	MARIZA			
MIDDLE NAME	BUQUIRAN			

(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	ST. BRIGIDS ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	GRADUATED	2008	N/A
SECONDARY	MAHAPLAG NATIONAL HIGHSCHOOL	SECONDARY EDUCATION	2008	2012	GRADUATED	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY (MAIN)	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2012	2016	GRADUATED	2016	N/A
SUPPLEMENTARY 2ND COURSE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPCION	BACHELOR OF SCIENCE IN SECONDARY EDUCATION	2019	2020	GRADUATED	2020	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN)	MASTERS IN MANAGEMENT MAJOR IN BUSINESS MANAGEMENT	2022	Ongoing	3 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

*M Escuadra*

DATE

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[illegible]

#### V. WORK EXPERIENCE

[illegible]

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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			
Recovery Policies on Rebuilding Tourism and Hospitality Competitiveness: The Asean Way	3/5/2022	3/5/2022	8 HOURS	SUPERVISORY	Lyceum of the Philippines University-Batangas Graduate School
CME Faculty and Staff Consultation on the Implementation of Limited Face-to-Face Classes on All Programs	12/3/2021	12/3/2021	3 Hours	SUPERVISORY	Visayas State University, Visca Baybay City, Leyte
Competencies for Hospitality Management and Strategies for Tourism Management Students	10/23/2021	10/23/2021	8 HOURS	SUPERVISORY	Cordillera Career Development College
MANAGING AND ORGANIZING SOCIAL ACTIVITIES AND EVENTS UNDER THE NEW NORMAL	8/23/2021	8/23/2021	2 HOURS	MANAGERIAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY - MINDANAO
THE FUTURE OF EDUCATION:HELPING TEACHERS STAY RELEVANT	7/28/2021	7/28/2021	2 HOURS	SUPERVISORY	AKADASIA
EMBRACING THE INDUSTRY'S PERSPECTIVE AMIDST PANDEMIC WEBINAR	7/16/2021	7/16/2021	8 HOURS	SUPERVISORY	COLLEGE OF COMMUNITY AND RESOURCES DEVELOPMENT-NARRA
ORGANIZING OPEN EDUCATIONAL RESOURCES USING SITES	7/13/2021	7/13/2021	2 HOURS	SUPERVISORY	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY - MINDANAO
FOOD SAFETY AND HYGIENE SEMINAR	5/20/2021	5/20/2021	8 HOURS	SUPERVISORY	FOOD AND SAFETY HYGIENE, PHILIPPINES
STRESS MANAGEMENT SEMINAR	7/9/2019	7/9/2019	8 HOURS	SUPERVISORY	FRANCISCAN COLLEGE OF IMMACULATE CONCEPCION
2ND TVET ADMINISTRATOR AND ASSESSMENT CENTERS MANAGERS	7/30/2018	7/30/2018	8 HOURS	MANAGERIAL	LA RICA HOTEL TACLOBAN CITY, LEYTE
THE DEVELOPMENT OF TECHNICAL AND EDUCATIONAL SKILLS DEVELOPMENT AUTHORITY TESDA	7/29/2018	7/29/2018	8 HOURS	MANAGERIAL	LA RICA HOTEL TACLOBAN CITY, LEYTE
SPECIAL MEETINGS FOR TVI DISTRICT III,IV,V GRADUATION FOR 2018 TWSP	6/21/2018	6/21/2018	8 HOURS	MANAGERIAL	WESTERN LEYTE COLLEGE

(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)
READING	N/A	N/A
WRITING		
ARTS		
MUSIC		
SPORTS		

(Continue on separate sheet if necessary)

SIGNATURE

*Abescuadra*

DATE

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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?

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?

☐ 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)?

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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: \_\_\_\_\_

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?

☐ YES ☒ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
KLENEE GRACE A. ACEDILLA	42.A MABINI STREET, BAYBAY CITY LEYTE	9563593230
LAWRENCE BERING	P. RODRIGUEZ ST. LOOC, LAPU LAPU CITY, CEBU	9748019897
VENICE B. IBAÑEZ	BRGY. GABAS, BAYBAY CITY, LEYTE	9356585386

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: LAND TRANSPORTATION OFFICE

ID/License/Passport No.: H12-12-002111

Date/Place of Issuance: 9/6/2018

*Mobescuadra*

Signature (Sign inside the box)

February 18, 2023

Date Accomplished



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

Person Administering Oath

WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: April 19, 2016 – March 15, 2017.
- Position: Procurement Clerk/ Officer.
- Name of Office/Unit: Procurement Department (Finance and Administrative Unit)
- Immediate Supervisor: Claire Dichosa – Purchasing Manager
- Name of Agency/Organization and Location: Kares International, Quest Hotel and Conference Centre, Cebu.
- List of Accomplishments and Contributions (if any):
  - Located and established new competent supply chain partners for Quest Hotel and Conference Center, Cebu.
  - Accommodated and assisted hotel departments with respective needs and demands for the satisfaction of guests and upholding the hotels reputation.
- Summary of Actual Duties
  - Responsible for sourcing out competent supply chain partners for the entire hotel and its departments.
  - Accepting and processing of purchase request of the different hotel departments and making purchase orders to hotel suppliers.

- Duration: May 29, 2018 – June 15, 2019.
- Position: TESDA Officer
- Name of Office/Unit: Administrative Division
- Immediate Supervisor: Klenee Grace A. Acedilla
- Name of Agency/Organization and Location: Acedilla Technological Institute, Baybay City, Leyte.
- List of Accomplishments and Contributions (if any):
  - Renewed the schools TESDA Licence in Bartending and Housekeeping.
- Summary of Actual Duties
  - Responsible for holding and facilitating TESDA Scholarship programs, Assist and process NCII Certificates, Monitoring of TESDA Assessment Centers and UPTRAS Registrations.

- Duration: April 5, 2021 – February 1, 2023 (Present)
- Position: Part-Time Instructor/ BSHM Program Secretary
- Name of Office/Unit: Department of Tourism and Hospitality Management.
- Immediate Supervisor: Hannah Mae E. Quimbo
- Name of Agency/ Organization and Location: Visayas State University, Visca, Baybay City, Leyte.
- List of Accomplishments and Contributions (if any):
  - Published learning guides for subjects taught.
  - Contributions to the development of Syllabus.

- Summary of Actual Duties

- Responsible for preparing lessons to be taught during class discussions.
- Assessing students through examinations on the knowledge gained.
- Responsible for assisting students with academic concerns.
- Responsible for training, teaching and providing students with the needed knowledge that they must acquire for the/ their chosen degree.
- Responsible for taking down notes and minutes of the monthly meetings for the BSHM Program.



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MARJORIE B.BUG-ATAN

(Signature over Printed Name  
Of Employee/Applicant)

Date: February 18, 2023