

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)	01/11/1981	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	CARMEN, BOHOL		Philippines
5. SEX	☒ Male ☐ Female		
6 CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	
			House/Block/Lot No. Street SITIO NANGKA KILIM Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.70 m		6521
8. WEIGHT (kg)	70 kg		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	NA	18. PERMANENT ADDRESS ZIP CODE	
11. PAG-IBIG ID NO.	1210-1248-5081		House/Block/Lot No. Street Fatima Buenavista Subdivision/Village Barangay Carmen Bohol City/Municipality Province
12. PHILHEALTH NO.	19-026616915-2		6319
13. SSS NO.	0627502541	19. TELEPHONE NO.	+63-53-563-1318
14. TIN NO.	254960426	20. MOBILE NO.	+639171304169
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	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	2018	3rd year	N/A	N/A
GRADUATE STUDIES	NA	NA	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/12/2022
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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	
	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			
	International Society of Safety Practitioners	02/06/2009	03/06/2009	40 HOURS	N/A	FILCOA Compound, Doha, State of Qatar
	Scaffolding Training	N/A	N/A	N/A	N/A	Keppel Cebu Shipyard
	Sand Blasting Training	N/A	N/A	N/A	N/A	Keppel Cebu Shipyard
	Census Population Seminar	N/A	N/A	N/A	N/A	Carmen LGU
	Multimedia Enhancement Training	N/A	N/A	N/A	N/A	ACLIC - Tagbilaran
(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)		
	BASKET, PINGPONG, DART	N/A		N/A		
	PLAYING GUITAR	N/A		N/A		
	LISTENING MUSIC	N/A		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	12/10/2022	

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: <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?		☒ YES ☐ NO If YES, give details: <u>Finished contract, and Resignation</u>
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
DR. MA. THERESA P. LORETO		Dean, College of Arts and Sciences, Visayas State University
MAGDALENE C. UNA JAN		Head, DCST, Visayas State University, Baybay, Leyte
SENONA A. CESAR		Department of Biological Sciences, Visayas State University
TEL. NO.		09171541530
		09778179877
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: Passport ID/License/Passport No.: P7669537A Date/Place of Issuance: Tacloban, Leyte		Signature (Sign inside the box) Date Accomplished
		Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		