

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		
7. HEIGHT (m)	1.70 m	ZIP CODE	
8. WEIGHT (kg)	78 kg		6521
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1210-1248-5081	ZIP CODE	
12. PHILHEALTH NO.	19-026616915-2		6319
13. SSS NO.	0627502541	19. TELEPHONE NO.	(053)-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	98	N/A	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	8 1 2023

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	1 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						
3 06 2023	Present	Clerk/Document Controller	Institute of Human Kinetics (IHK), Visayas State University	13,914	3	Regular	Y
7 07 2022	3 05 2023	Clerk/Document Controller	College of Arts and Sciences (CAS), Visayas State University	534/day	N/A	Job Order	Y
8 01 2019	8 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
7 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	9 03 2010	Document Controller	CCC, Alkhor, State of Qatar	N/A	N/A	Contractual	N
6 07 2008	10 07 2009	Document Controller	QCS Project, Alkhor, State of Qatar	N/A	N/A	Contractual	N
5 09 2007	2 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
2 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
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	08 01 23
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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	6 02 2009	6 03 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	ACLC - 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	08 01 23	

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</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 (Person not related by consanguinity or affinity to applicant /appointee)																
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. MA. THERESA P. LORETO</td><td>Dean, College of Arts and Sciences, Visayas State University</td><td></td></tr><tr><td>MAGDALENE C. UNA JAN</td><td>Head, DCST, Visayas State University, Baybay, Leyte</td><td>09171541530</td></tr><tr><td>SENONA A. CESAR</td><td>Department of Biological Sciences, Visayas State University</td><td>09778179877</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	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	09171541530	SENONA A. CESAR	Department of Biological Sciences, Visayas State University	09778179877	<div></div> <div>PHOTO</div>		
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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 (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) 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 (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	<table><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>	Signature (Sign inside the box)		Date Accomplished		<table><tr><td colspan="2">Right Thumbmark</td></tr></table>	Right Thumbmark	
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.																
<div>Person Administering Oath</div>																