

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.

1. 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)	
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.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.52m	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
8. WEIGHT (kg)	65 kg		BRGY. UGUIS
9. BLOOD TYPE	O		Subdivision/Village
10. GSIS ID NO.	N/A		MAHAPLAG LEYTE
11. PAG-IBIG ID NO.	121168411508	ZIP CODE	City/Municipality Province
12. PHILHEALTH NO.	12-025513336-0		6512
13. SSS NO.	06-3806025-0	18. PERMANENT ADDRESS	House/Block/Lot No. Street
14. TIN NO.	777-368-704-000	ZIP CODE	BRGY. UGUIS
15. AGENCY EMPLOYEE NO.			Subdivision/Village Barangay
			MAHAPLAG LEYTE
			City/Municipality Province
			6512
		19. TELEPHONE NO.	
		20. MOBILE NO.	0999-429-8720
		21. E-MAIL ADDRESS (if any)	marjoriebugatan7@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BUG-ATAN			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
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
SUPPLIMENTARY 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	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	CS FORM 212 (Revised 2017), Page 1 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29. NAME & ADDRESS OF ORGANIZATION <div>in full)</div>		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 <div>(Write in full)</div>		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY <div>(Write in full)</div>
		From	To			
SPECIAL MEETINGS FOR TVI DISTRICT III,IV,V GRADUTAION FOR 2018 TWSP		6/21/2018		8 HOURS		WESTERN LEYTE COLLEGE
THE DEVELOPMENT OF TECHNICAL AND EDUCATIONAL SKILLS DEVELOPMENT AUTHORITY TESDA		7/29/2018		8 HOURS		LA RICA HOTEL TACLOBAN CITY, LEYTE
2ND TVET ADMINISTRATOR AND ASSESSMENT CENTERS MANAGERS		7/30/2018		8 HOURS		LA RICA HOTEL TACLOBAN CITY, LEYTE
STRESS MANAGEMENT SEMINAR		7/9/2019		8 HOURS		FRANCISCAN COLLEGE OF IMMACULATE CONCEPCION
FOOD SAFETY AND HYGIENE SEMINAR		5/20/2021		8 HOURS		FOOD AND SAFETY HYGIENE, PHILIPPINES
ORGANIZING OPEN EDUCATIONAL RESOURCES USING SITES		7/13/2021		2 HOURS		DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY - MINDANAO
EMBRACING THE INDUSTRY'S PERSPECTIVE AMIDST PANDEMIC WEBINAR		7/16/2021		8 HOURS		COLLEGE OF COMMUNITY AND RESOURCES DEVELOPMENT-NARRA
THE FUTURE OF EDUCATION:HELPING TEACHERS STAY RELEVANT		7/28/2021		2 HOURS		AKADASIA
MANAGING AND ORGANIZING SOCIAL ACTIVITIES AND EVENTS UNDER THE NEW NORMAL		8/23/2021		2 HOURS		DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY - MINDANAO
Competencies for Hospitality Management and Strategies for Tourism Management Students		10/23/2021		8 HOURS		Cordillera Career Development College
CME Faculty and Staff Consultation on the Implementation of Limited Face-to-Face Classes on All Programs		12/3/2021		3 Hours		Visayas State University, Visca Baybay City, Leyte
Recovery Policies on Rebuilding Tourism and Hospitality Competitiveness: The		3/5/2022		8 HOURS		Lyceum of the Philippines University-Batangas Graduate School
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION <div>(Write in full)</div>			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION <div>(Write in full)</div>		
READING	N/A			N/A		
WRITING						
ARTS						
MUSIC						
SPORTS						
(Continue on separate sheet if necessary)						
SIGNATURE			DATE			
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right; font-size: small;">RESIGNATION: Resigned due to family matters.</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>KLENEE GRACE A. ACEDILLA</td> <td>42.A MABINI STREET, BAYBAY CITY LEYTE</td> <td>9563593230</td> </tr> <tr> <td>LAWRENCE BERING</td> <td>P. RODRIGUEZ ST. LOOC, LAPU LAPU CITY, CEBU</td> <td>99748019897</td> </tr> <tr> <td>VENICE B IBAÑEZ</td> <td>BRGY. GABAS, BAYBAY CITY, LEYTE</td> <td>9356585386</td> </tr> </tbody> </table>		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	99748019897	VENICE B IBAÑEZ	BRGY. GABAS, BAYBAY CITY, LEYTE	9356585386
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"> 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 style="padding: 2px;"> Government Issued ID: LAND TRANSPORTATION OFFICE </td> </tr> <tr> <td style="padding: 2px;"> ID/License/Passport No.: H12-12-002111 </td> </tr> <tr> <td style="padding: 2px;"> Date/Place of Issuance: 9/6/2018 </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: LAND TRANSPORTATION OFFICE	ID/License/Passport No.: H12-12-002111	Date/Place of Issuance: 9/6/2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom; padding: 5px;"> Signature (Sign inside the box) </td> </tr> <tr> <td style="padding: 5px;"> Date Accomplished </td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished						
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<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p style="text-align: center;">With full and handwritten name tag and signature over printed name</p> <p style="text-align: center;">Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; height: 100px; margin: 10px 0;"></div> <p style="text-align: center;">Right Thumbmark</p>													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 60px; margin: 10px auto; text-align: center; padding-top: 10px;"> Person Administering Oath </div>													