

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	Unajan			
FIRST NAME	Magdalene	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Cesar			
3. DATE OF BIRTH (mm/dd/yyyy)	05/26/1981	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Calvario, Loay, Bohol	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	☐ Male ☒ Female			
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.52	ZIP CODE	House/Block/Lot No. Street Sitio Nangka Kilim Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
8. WEIGHT (kg)	60.00		6521	
9. BLOOD TYPE	O+		18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street Purok Nangka Calvario Subdivision/Village Barangay LOAY BOHOL City/Municipality Province
11. PAG-IBIG ID NO.	N/A			NULL
12. PHILHEALTH NO.	N/A			
13. SSS NO.	N/A	19. TELEPHONE NO.		(635) 3563-1318
14. TIN NO.	N/A	20. MOBILE NO.	917-154-1530	
15. AGENCY EMPLOYEE NO.	V00525	21. E-MAIL ADDRESS (if any)	magdalene.unajan@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Unajan		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Roderick	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Mar			
OCCUPATION	Clerk			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	VSU, Visca, Baybay, Leyte			
TELEPHONE NO.	+639171304169			
24. FATHER'S SURNAME	Cesar			
FIRST NAME	Delfin	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ladao			
25. MOTHER'S MAIDEN NAME	Absordo			
SURNAME	Cesar			
FIRST NAME	Tarcela			
MIDDLE NAME	Arazo		(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	Senate President ProTempore Jose A. Clarin Memorial School	Elementary	1988	1994		1994	
SECONDARY	Holy Trinity Academy	High School	1994	1998		1998	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Cebu Institute of Technology University	Bachelor of Science in Information Technology	1998	2003		2003	DOST/ Cum Laude
GRADUATE STUDIES	Cebu Institute of Technology University	Master in Information Technology	2006	2013		2013	CHED
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		08/01/2022		

Attachment A

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			
	GRADUATE STUDIES	Technological Institute of the Philippines - Quezon City	Doctor in Information Technology	2016		27		
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		08/01/2022		

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
	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						
01/01/2021	PRESENT	Assistant Professor III	Visayas State University	39,986.00	17-1	Permanent	Y
01/01/2020		Assistant Professor III	Visayas State University	38,464.00	17-1	Permanent	Y
06/08/2019	12/31/2019	Assistant Professor I	Visayas State University	30,909.00	15-2	Permanent	Y
01/01/2019	06/05/2019	Assistant Professor I	Visayas State University	30,909.00	15-2	Permanent	Y
01/01/2018	12/31/2018	Assistant Professor I	Visayas State University	29,010.00	15-1	Permanent	Y
01/01/2017	12/31/2017	Assistant Professor I	Visayas State University	27,565.00	15-1	Permanent	Y
08/01/2016	12/31/2016	Assistant Professor I	Visayas State University	26,192.00	15-1	Permanent	Y
01/01/2016	07/31/2016	Assistant Professor I	Visayas State University	26,192.00	15-1	Temporary	Y
11/01/2015	12/31/2015	Assistant Professor I	Visayas State University	24,887.00	-	Temporary	Y
01/01/2015	10/31/2015	Assistant Professor I	Visayas State University	24,887.00	-	Temporary	Y
06/01/2012	12/31/2014	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/01/2011	05/31/2012	Instructor I	Visayas State University	18,333.00	-	Temporary	Y
06/24/2010	05/31/2011	Instructor I	Visayas State University	16,726.00	-	Temporary	Y
07/01/2009	06/23/2010	Instructor I	Visayas State University	15,119.00	-	Temporary	Y
07/01/2008	06/30/2009	Instructor I	Visayas State University	13,512.00	-	Temporary	Y
07/01/2007	06/30/2008	Instructor I	Visayas State University	12,284.00	-	Temporary	Y
11/01/2006	06/30/2007	Instructor I	Leyte State University	11,167.00	-	Temporary	Y
11/02/2005	10/31/2006	Instructor I	Leyte State University	11,167.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/01/2022
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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	
(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			
	Digital Transformation 2021: Preparing for a Future-Driven Education	06/15/2021	06/16/2021	16	Technical	UP System Information Technology Foundation
	Turnitin Instructor's Workflow Training	05/31/2021	05/31/2021	8	Technical	Visayas State University
	Managing Research Remotely: Learning from 2020 and Moving Forward to 2021	04/21/2021	04/21/2021	4	Technical	Visayas State University
	Best Practices in Writing and Publishing Your Research Paper	04/16/2021	04/16/2021	4	Technical	Visayas State University
	Webinar on Navigating on the Digital Shift: Instructional Materials to Support the University's Flexible Learning	03/18/2021	03/18/2021	8	Technical	Visayas State University
	ICT Proficiency Examination	03/12/2021	03/12/2021	2	Technical	DICT-Visayas Chapter and ICT Literacy and Competency Development Bureau
	Webinar Workshop on Flexible Learning and Learning Continuity Plan for IT Teachers	01/28/2021	01/29/2021	16	Technical	Philippine Society of IT Educators - Visayas Chapter
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	8	Technical	Visayas State University
	OBS Lights, Camera, Action Workshop	10/22/2020	10/22/2020	8	Technical	Preginet, UP-Computer Center
	Creating a Synergy of Best Practices: A Sharing from the Moodle Users in the Region	09/09/2020	09/09/2020	3	Technical	EVHEIs - Flexible Learning Materials System Consortium
	Mentoring the Administrators - Mentors: A Sustainable Approach to Go Live on LMS	07/08/2020	07/09/2020	12	Supervisory	EVHEIs - Flexible Learning Materials System Consortium
	Google Classroom Workshop for VSU Faculty (Batch 1-3)	05/19/2020	05/21/2020	24	Technical	VSU Webteam
(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)		
	PC OPERATION	N/A		International Association of Engineers (IAENG)		
	PROGRAMMING			Institute of Computer Engineers of the Philippines (ICPEP)		
	DRAWING/SKETCHING			Philippine Schools, Universities, and Colleges Computer Education and Systems Society (PSUCCESS)		
				Association of Education Researchers and Trainers		
				Philippine Society of Information Technology Educators (PSITE) VIII		
				Philippine eLearning Society (PeLS)		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	08/01/2022	

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: 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: _____												
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) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Larmie S. Feliscuzo</td><td>CCS, CIT - University, Cebu City</td><td>09333664843</td></tr><tr><td>Rhoderick D. Malangsa</td><td>CCSIT, SLSU, Sogod, So. Leyte</td><td>09051160924</td></tr><tr><td>Winston M. Tabada</td><td>DCST, Visayas State University</td><td>09175489956</td></tr></table>			NAME	ADDRESS	TEL. NO.	Larmie S. Feliscuzo	CCS, CIT - University, Cebu City	09333664843	Rhoderick D. Malangsa	CCSIT, SLSU, Sogod, So. Leyte	09051160924	Winston M. Tabada	DCST, Visayas State University	09175489956
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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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 08/01/2022 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														