CS Form No. 212 Revised 2017

## **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.

| 1   | LLING OUT THE PERSONAL DATA SHEET (PDS) BE<br>s ( ) and use separate sheet if necessary. Indica |  |                                 | ATE   | 1. CS ID No. |                                       | /Do not fill up. E | or CCC use only                |  |
|---|---|--|---------------------------------|---|--------------|---------------------------------------|--------------------|--------------------------------|--|
| Print legibly. Tick appropriate boxes I. PERSONAL INFORMATION |   | ate N/A ii not applicable. DO                                    | NOI ABBREVI                     | AIE.  | I. CS ID No. |                                       | (Do not fill up. F | or CSC use only                |  |
| 2. SURNAME  | Dag-uman  |  |                                 |   |              |                                       |                    |                                |  |
| FIRST NAME  | Michael   |  | NAME EXTENSION (JR., SR)<br>N/A |   |              |                                       |                    |                                |  |
| MIDDLE NAME   | Dumape  |  |                                 |   |              |                                       |                    |                                |  |
| 3. DATE OF BIRTH  | Daniapo   | 40. 0171751101110  |                                 |   |              |                                       |                    |                                |  |
| (mm/dd/yyyy)  | 05/18/1989  | 16. CITIZENSHIP  Filipino  Dual Citizenship  by birth  by natura |                                 |   |              |                                       | lization           |                                |  |
| 4. PLACE OF BIRTH   | Baybay, Leyte   | If holder of dual citize   | enship,                         |   |              | Pls. indicate of                      |                    | inzacion                       |  |
| 5. SEX  | ✓ Male Female   | please indicate the d  | Philippines                     |   | <u> </u>     |                                       |                    |                                |  |
|   | ✓ Single Married  | 17. RESIDENTIAL ADDRESS  |                                 | Tillippilles  |              |                                       |                    |                                |  |
| 6. CIVIL STATUS   | Widowed Separated   | III. NEGIDENTIAL ADDICEGO  | Hou                             | ouse/Block/Lot No.                                  |              |                                       | Street             |                                |  |
|   | Other/s:  |  | Sul                             | Tab-ang<br>bdivision/Villag                         | 10           |                                       | Kilim<br>Barangay  |                                |  |
| 7. HEIGHT (m)   | 1.67  |  |                                 | BAYBAY  |              |                                       | LEYTE              |                                |  |
| 8. WEIGHT (kg)  | 70.00   | ZIP CODE   | Ci                              | ty/Municipality<br>6521                             |              |                                       | Province           |                                |  |
| 9. BLOOD TYPE   | B+  | 18. PERMANENT ADDRESS  | RESS                            |   | 0021         |                                       |                    |                                |  |
|   |   | -  | Hou                             | se/Block/Lot N                                      | lo.          |                                       | Street<br>Matam-is |                                |  |
| 10. GSIS ID NO.   | N/A   |  | Sul                             | bdivision/Villag                                    | ре           | Barangay                              |                    |                                |  |
| 11. PAG-IBIG ID NO.   | N/A   | C  |                                 | BAYBAY<br>ity/Municipality                          |              |                                       | LEYTE<br>Province  |                                |  |
| 12. PHILHEALTH NO.  | N/A   | ZIP CODE   |                                 | 6521  |              |                                       |                    |                                |  |
| 13. SSS NO.   | N/A 19. TELEPHONE NO.   |  |                                 | N/A   |              |                                       |                    |                                |  |
| 14. TIN NO.   | N/A 20. MOBILE NO.  |  |                                 | 985-516-5331  |              |                                       |                    |                                |  |
| 15. AGENCY EMPLOYEE NO.                                       | V00856 21. E-MAIL ADDRESS (if any) michaeldaguman@vsu.edu.ph                                    |  |                                 |   |              |                                       |                    |                                |  |
| II. FAMILY BACKGROUND   |   |  |                                 |   |              |                                       |                    |                                |  |
| 22. SPOUSE\'S SURNAME   | Morquianos  |  | 23. NAME of CH                  | 23. NAME of CHILDREN (Write full name and list all) |              |                                       |                    | DATE OF BIRTH (mm/dd/yyyy)     |  |
| FIRST NAME  | Aireen NAME EXTENSION (JR., SR)   |  |                                 | N/A   |              |                                       | N/A                |                                |  |
| MIDDLE NAME   | Tanaid  |  |                                 |   |              |                                       |                    |                                |  |
| OCCUPATION  | Clerk   | Clerk  |                                 |   |              |                                       |                    |                                |  |
| EMPLOYER/BUSINESS NAME  | Visayas State University  |  |                                 |   |              |                                       |                    |                                |  |
| BUSINESS ADDRESS  | Visca, Baybay City, Leyte   |  |                                 |   |              |                                       |                    |                                |  |
| TELEPHONE NO.   |   |  |                                 |   |              |                                       |                    |                                |  |
| 24. FATHER\'S SURNAME   | Dag-uman  |  |                                 |   |              |                                       |                    |                                |  |
| FIRST NAME  | Heraclitus  | NAME EXTENSION (JR., SR)   |                                 |   |              |                                       |                    |                                |  |
| MIDDLE NAME   | Austero   |  |                                 |   |              |                                       |                    |                                |  |
| 25. MOTHER\'S MAIDEN NAME                                     | Orua  |  |                                 |   |              |                                       |                    |                                |  |
| SURNAME   | Dag-uman  |  |                                 |   |              |                                       |                    |                                |  |
| FIRST NAME  | Leonila   |  |                                 |   |              |                                       |                    |                                |  |
| MIDDLE NAME   | Dumape  | (Continue on separate sheet if necessary)                        |                                 |   |              |                                       |                    |                                |  |
| III. EDUCATIONAL BACKG  | ROUND   |  |                                 |   |              | HIGHEST                               |                    | SCHOLARSHIP/                   |  |
| 26.<br>LEVEL  | NAME OF SCHOOL<br>(Write in full)   | BASIC EDUCATION/DEGR<br>(Write in full)                          | EE/COURSE                       | PERIOD OF /   | To To        | LEVEL/UNITS EARNED (if not graduated) | YEAR<br>GRADUATED  | ACADEMIC<br>HONORS<br>RECEIVED |  |
| ELEMENTARY  | Kilim Elementary School   | Elementary   |                                 | 1995  | 2001         | ,                                     | 2001               | N/A                            |  |
| SECONDARY   | Baybay National High School   | High School  |                                 | 2001  | 2006         |                                       | 2006               | N/A                            |  |
| VOCATIONAL/ TRADE COURSE                                      | N/A   |  |                                 |   |              |                                       |                    |                                |  |
| COLLEGE   | Visayas State University  | Bachelor of Science in Comp                                      | uter Science                    | 2006  | 2013         |                                       | 2013               | N/A                            |  |
| GRADUATE STUDIES  | N/A   |  |                                 |   |              |                                       |                    |                                |  |
|   | (0  | Continue on separate sheet if nece                               | essary)                         | 1   |              |                                       |                    |                                |  |
| SIGNATURE   |   |  |                                 | DA  | ATE          |                                       | 12/06/2023         |                                |  |

| IV. CIVIL SERVICE ELIGIBILITY                                      |   |   |  |  |                              |                   |  |                          |                           |
|--|---|---|--|--|------------------------------|-------------------|--|--------------------------|---------------------------|
| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER                     |   |   | RATING                                   | DATE OF  |                              |                   | LICENSE (if applicable)  |                          |                           |
| SPECIAL LAWS/ ČES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE |   | (If Applicable)                           | EXAMINATION / PLACE OF EXAMIN CONFERMENT |  | ATION / CONFERMENT           |                   | NUMBER   | Date of<br>Validity      |                           |
| Civil S  | Civil Service Examination Professional Level 81.27 04/15/2018 |   | Та                                       | Tacloban   |                              |                   | N/A  |                          |                           |
|  | NCII Cookery  |   |  | 06/15/2019   |                              | N/A               |  | 19083702013391           | 06/16/2024                |
|  |   |   |  |  |                              |                   |  |                          |                           |
|  |   |   |  |  |                              |                   |  |                          |                           |
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|  |   |   |  |  |                              |                   |  |                          |                           |
| V WORK   | (Continue on separate sheet if necessary)                     |   |  |  |                              |                   |  |                          |                           |
|  | EXPERIEI rate employm   | NCE<br>ent. Start from your recen         | t work) Descripti                        | ion of duties should b   | e indicated in the attache   | d Work Exper      | ience sheet.   |                          |                           |
| 20.  | SIVE DATES m/dd/yyyy)   | POSITION TITI<br>(Write in full/Do not at |  | DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate) |                              | MONTHLY<br>SALARY | SALARY/ JOB/<br>PAY GRADE (if<br>applicable)& STEP<br>(Format"00-0")/<br>INCREMENT | STATUS OF<br>APPOINTMENT | GOV'T<br>SERVICE<br>(Y/N) |
| 01/01/2023   | PRESENT   | Administrative A                          | de III                                   | Visayas  | State University             | 14,678.00         | 3-1  | Permanent                | Y                         |
| 03/21/2022   |   | Administrative A                          | de III                                   | -  | State University             | 14,125.00         | 3-1  | Permanent                | Y                         |
| 01/01/2022   |   | Administrative A                          | ide I                                    | Visayas  | State University             | 12,517.00         | 1-1  | Permanent                | Y                         |
| 01/01/2021   |   | Administrative A                          | ide I                                    | Visayas  | Visayas State University     |                   | 1-1  | Permanent                | Y                         |
| 01/01/2021   |   | Administrative A                          | ide I                                    | Visayas  | State University             | 12,034.00         | 1-1  | Permanent                | Y                         |
| 01/01/2020   |   | Administrative A                          | ide I                                    | Visayas  | Visayas State University     |                   | 1-1  | Permanent                | Υ                         |
| 03/01/2019   | 12/31/2019  | Administrative A                          | ide I                                    | Visayas State University   |                              | 11,068.00         | 1-1  | Permanent                | Y                         |
| 03/01/2019   |   | Administrative A                          | ide I                                    | Visayas State University   |                              | 11,068.00         | 1-1  | Permanent                | Y                         |
| 01/01/2019   | 02/28/2019  | Administrative A                          | ide I                                    | Visayas State University   |                              | 11,068.00         | 1-1  | Casual                   | Y                         |
| 07/01/2018   | 12/31/2018  | Administrative A                          | ide I                                    | Visayas State University   |                              | 10,510.00         | 1-1  | Casual                   | Y                         |
| 01/01/2018   | 06/30/2018  | Administrative A                          | ide I                                    |  | State University             | 10,510.00         | 1-1  | Casual                   | Y                         |
| 07/01/2017   | 12/31/2017  | Administrative A                          |  |  | State University             | 9,981.00          | 1-1  | Casual                   | Y                         |
| 01/01/2017   | 06/30/2017  | Administrative A                          |  | -  | State University             | 9,981.00          | 1-1  | Casual                   | Y                         |
| 01/01/2016   | 12/31/2015  | Administrative A                          |  |  | Visayas State University     |                   | 1-1  | Casual                   | Y                         |
| 08/01/2014   | 12/31/2015  | Administrative A                          | ide I                                    | Visayas  | State University             | 409.09            | -  | Casual                   | Y                         |
|  |   |   |  |  |                              |                   |  |                          |                           |
|  |   |   |  |  |                              |                   |  |                          |                           |
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|  |   |   |  |  |                              |                   |  |                          |                           |
| SIGNA  | ATURE   |   |  | (Continue on separate she  | et if necessary) <b>DATE</b> |                   | 12/06/   | 2023                     |                           |
| GIGIA  | UNL   | <u> </u>                                  |  |  | DAIL                         |                   |  | FORM 212 (Revised 20     | 117), Page 2 of 4         |

| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S           |   |                     |                              |                    |   |  |  |
|---|---|---------------------|------------------------------|--------------------|---|--|--|
| 29. NAME & ADDRESS OF ORC<br>(Write in full)  | GANIZATION  | INCLUSI\ (mm/d      | /E DATES<br>d/yyyy)<br>To    | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK                                     |  |  |
| KABALIKAT CIVICOM<br>Visayas Sate University  |   | 09/01/2020          | 09/19/2022                   | 8                  |   | Member   |  |
| Civic Welfare Training Program (CWTS)- National Service Training Program (NSTP)  Visayas State University |   | 07/01/2009          | 06/30/2013                   | 255                |   | Tactical Non- Commission Officer                           |  |
| ,   | ,   |                     |                              |                    |   |  |  |
|   |   |                     |                              |                    |   |  |  |
|   |   |                     |                              |                    |   |  |  |
|   |   |                     | e sheet if necessary)        |                    |   |  |  |
|   | /II. 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)                     |   | ATTEN               | DATES OF<br>DANCE<br>d/yyyy) | NUMBER OF<br>HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                 |  |
| N/A   |   | N/A                 | N/A                          | N/A                | N/A   | N/A  |  |
|   |   |                     |                              |                    |   |  |  |
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|   |   |                     |                              |                    |   |  |  |
|   |   |                     |                              |                    |   |  |  |
| (Continue on separate sheet if necessary)  VIII. OTHER INFORMATION  |   |                     |                              |                    |   |  |  |
| 31. SPECIAL SKILLS and HOBBIES  | 32. NC  |                     | TINCTIONS / RECO             | OGNITION           |   | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |  |
| Computer Repair   |   | N/                  | 'A                           |                    | Visayas State University Alumni Association                   |  |  |
| Driving two/four wheels vehicles  |   |                     |                              |                    |   |  |  |
| Ability to work in harmony with co-workers  | kers  |                     |                              |                    |   |  |  |
| Clerical Skills   |   |                     |                              |                    |   |  |  |
| Basic Life Support  |   |                     |                              |                    |   |  |  |
| Computer Literate (MS word, excel, ppt presentation)      Good in communication Skills                    |   |                     |                              |                    |   |  |  |
| Basic Computer Operations   |   |                     |                              |                    |   |  |  |
| SIGNATURE   | (   | Continue on separat | e sheet if necessary)        |                    | <b>DATE</b> 12/06/2023  |  |  |
|   |   |                     |                              |                    |   | CS FORM 212 (Revised 2017) Page 3 of                       |  |

| the chief of bureau or office or to the person who has Office, Bureau or Department where you will be appp a. within the third degree?  b. within the fourth degree (for Local Government Unit   | ☐YES ☐N ☐YES ☐N If YES, give details:                          |  |  |  |  |
|--|--|--|--|--|--|
| 35. a. Have you ever been found guilty of any administrat  |  | 0  |  |  |  |
| b. Have you been criminally charged before any cour  | ☐YES ☐N  If YES, give details:  Date Filed:  Status of Case/s: | 0  |  |  |  |
| 36. Have you ever been convicted of any crime or violation regulation by any court or tribunal?  | YES N  | 0  |  |  |  |
| 37. Have you ever been separated from the service in an retirement, dropped from the rolls, dismissal, terminal phased out (abolition) in the public or private sector?  | YES N  | 0  |  |  |  |
| 38. a. Have you ever been a candidate in a national or lo (except Barangay election)?  | YES N  If YES, give details:                                   | 0  |  |  |  |
| b. Have you resigned from the government service du last election to promote/actively campaign for a nation  | YES N<br>If YES, give details:                                 | 0  |  |  |  |
| 39. Have you acquired the status of an immigrant or pern   | ☐YES ☐NO If YES, give details (country):                       |  |  |  |  |
| <ul> <li>40. Pursuant to: (a) Indigenous People\'s Act (RA 8371); 7277); and (c) Solo Parents Welfare Act of 2000 (RA</li> <li>a. Are you a member of any indigenous group?</li> <li>b. Are you a person with disability?</li> <li>c. Are you a solo parent?</li> </ul>          | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \                          | o  |  |  |  |
| 41. REFERENCES (Person not related by consanguinity or affinity to a   | applicant /appointee)  |  |  |  |  |
| NAME   | ADDRESS  | TEL. NO.                                 | ID picture taken within                                  |  |  |
| Chona A. Brit  | Visca, Baybay City, Leyte                                      |  | the last 6 months 3.5 cm x 4.5 cm (passport size)        |  |  |
| Manolo B. Loreto   | Visca, Baybay City, Leyte                                      |  | With full and handwritten<br>name tag and signature over |  |  |
| Magdalene C. Unajan  | Kilim, Baybay City, Leyte                                      |  | printed name  Computer generated                         |  |  |
| 42. I declare under oath that I have personally accomplise<br>complete statement pursuant to the provisions of per<br>Philippines. I authorize the agency head/authorized re<br>agree that any misrepresentation made in this dead<br>administrative/criminal case/s against me. | Republic of the stated herein. I                               | or photocopied picture is not acceptable |  |  |  |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driven's License, etc.) PLEASE INDICATE ID Number and Date of Issuance  Government Issued ID: DL  ID/License/Passport No.: H1214002640  Date/Place of Issuance: 11/30/-0001 / Baybay City                                   | Signature (Sign inside the 12/06/2023 Date Accomplished        | box)                                     | Right Thumbmark  |  |  |
| CLIBCODIDED AND CWODN to before the  | hibiting his/hor validly issued                                |  |  |  |  |
| SUBSCRIBED AND SWORN to before me this   | Person Administering O   |  | overnment ID as indicated above.                         |  |  |