

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	Dag-uman		
FIRST NAME	Michael	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Dumape		
3. DATE OF BIRTH (mm/dd/yyyy)	05/20/1989	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	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)	1.67	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	70.00		Tab-ang Kilim
9. BLOOD TYPE	B+		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		BAYBAY LEYTE
11. PAG-IBIG ID NO.	N/A		City/Municipality Province
12. PHILHEALTH NO.	N/A	ZIP CODE	6521
13. SSS NO.	N/A	18. PERMANENT ADDRESS	
14. TIN NO.	N/A	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00856		Tambis Matam-is
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		ZIP CODE	6521
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	985-516-5331
		21. E-MAIL ADDRESS (if any)	michaeldaguman@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Morquianos		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			
EMPLOYER/BUSINESS NAME	Visayas State University Libraty			
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 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	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 Computer Science	2006	2013		2013	N/A
GRADUATE STUDIES	Visayas State University Main Campus	Master in Business Management	2020		30 units		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/18/2025
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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 Examination Professional Level	81.27	04/15/2018	Tacloban	08-180830-836	N/A
	NCII Cookery		06/15/2019	N/A	19083702013391	06/16/2024

(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						
01/01/2025	PRESENT	Administrative Aide III	Visayas State University	15,852.00	3-1	Permanent	Y
01/01/2024		Administrative Aide III	Visayas State University	15,265.00	3-1	Permanent	Y
01/01/2023		Administrative Aide III	Visayas State University	14,678.00	3-1	Permanent	Y
03/21/2022		Administrative Aide III	Visayas State University	14,125.00	3-1	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	12,517.00	1-1	Permanent	Y
01/01/2021		Administrative Aide I	Visayas State University	12,034.00	1-1	Permanent	Y
01/01/2021		Administrative Aide I	Visayas State University	12,034.00	1-1	Permanent	Y
01/01/2020		Administrative Aide I	Visayas State University	11,551.00	1-1	Permanent	Y
03/01/2019	12/31/2019	Administrative Aide I	Visayas State University	11,068.00	1-1	Permanent	Y
03/01/2019		Administrative Aide I	Visayas State University	11,068.00	1-1	Permanent	Y
01/01/2019	02/28/2019	Administrative Aide I	Visayas State University	11,068.00	1-1	Casual	Y
07/01/2018	12/31/2018	Administrative Aide I	Visayas State University	10,510.00	1-1	Casual	Y
01/01/2018	06/30/2018	Administrative Aide I	Visayas State University	10,510.00	1-1	Casual	Y
07/01/2017	12/31/2017	Administrative Aide I	Visayas State University	9,981.00	1-1	Casual	Y
01/01/2017	06/30/2017	Administrative Aide I	Visayas State University	9,981.00	1-1	Casual	Y
01/01/2016	12/31/2015	Administrative Aide I	Visayas State University	9,478.00	1-1	Casual	Y
08/01/2014	12/31/2015	Administrative Aide I	Visayas State University	409.09	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/18/2025
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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			
	KABALIKAT CIVICOM 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	
	ADVANCE AND BASIC ROTC TRAINING OF VISAYAS STATE UNIV. ROTC UNIT Visayas State University	08/01/2008	04/30/2013	255	Tactical Non-Commissioned Officer	
(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			
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Computer Vision Application: Starter Pack	09/13/2023	09/13/2023	4	Technical	DCST VSU
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	08/29/2023	08/29/2025	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar-Workshop on Academic Practice	03/17/2023	03/17/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Practice and Trends in ICT Management and Operations: Development Security Operations	11/15/2022	11/16/2022	6	Technical	DICT-R9
	Practice and Trends in ICT Management and Operations: Trends in Information Systems and Software Development	11/14/2022	11/14/2022	3	Technical	DICT-R9
	Orientation / Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	HANDS ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/22/2022	12	Technical	Department of Health Eastern Visayas Center for Health Development
	Gender Sensitivity and Anti-Sexual Harassment Orientation for Computer Science Students	06/23/2022	06/23/2022	4	Technical	Gender and Development, Visayas State University
	Data Management: Naming Conventions and Hierarchy	02/17/2022	02/17/2022	3	Technical	DICT-MC1
	Exploring the Significance of electronic Library Resource in Promoting Learning	10/23/2017	10/23/2017	8	Technical	Myla Stephanie B. Villarosa
	STANDARD FIRST AID TRAINING	10/23/2017	10/26/2017	32	Technical	Bureau of Fire Protection Baybay City
	Fire and earthquake Drill	03/21/2016	03/25/2016	40	Technical	Bureau of Fire Protection Baybay City
	Destiny Library Manager (DLM) training	01/11/2016	01/15/2016	40	Technical	Edward P. Arcilla
(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)		
	Computer Repair	N/A		Visayas State University Alumni Association		
	Driving two/four wheels vehicles					
	Ability to work in harmony with co-workers					
	Clerical Skills					
	Basic Life Support					
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills					
	Basic Computer Operations					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/18/2025	

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>Chona A. Brit</td><td>Visca, Baybay City, Leyte</td><td></td></tr><tr><td>Manolo B. Loreto</td><td>Visca, Baybay City, Leyte</td><td></td></tr><tr><td>Magdalene C. Unajan</td><td>Kilim, Baybay City, Leyte</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Chona A. Brit	Visca, Baybay City, Leyte		Manolo B. Loreto	Visca, Baybay City, Leyte		Magdalene C. Unajan	Kilim, Baybay City, Leyte	
NAME	ADDRESS	TEL. NO.												
Chona A. Brit	Visca, Baybay City, Leyte													
Manolo B. Loreto	Visca, Baybay City, Leyte													
Magdalene C. Unajan	Kilim, Baybay City, Leyte													
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: DL ID/License/Passport No.: H1214002640 Date/Place of Issuance: 11/30/-0001 / Baybay City	Signature (Sign inside the box) 03/18/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														