

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	Mercurio			
FIRST NAME	Martin Jan	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Enolva			
3. DATE OF BIRTH (mm/dd/yyyy)	12/22/1989	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Brgy. Mayamot, Antipolo, Rizal	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)	1.70	ZIP CODE	House/Block/Lot No. Street Linao Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522	
8. WEIGHT (kg)	64.00			
9. BLOOD TYPE	B+		18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street Linao Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522
11. PAG-IBIG ID NO.	N/A			
12. PHILHEALTH NO.	N/A			
13. SSS NO.	N/A	19. TELEPHONE NO.		N/A
14. TIN NO.	N/A	20. MOBILE NO.	9555376742	
15. AGENCY EMPLOYEE NO.	V00916	21. E-MAIL ADDRESS (if any)	martin.mercurio@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Mercurio		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ruby	NAME EXTENSION (JR., SR)	Amia Melinda Hermoso Mercurio	06/29/2014
MIDDLE NAME	Hermoso		Amio Martino Hermoso Mercurio	11/27/2016
OCCUPATION	Secondary School Teacher			
EMPLOYER/BUSINESS NAME	Department of Education			
BUSINESS ADDRESS	Inopacan, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	Mercurio			
FIRST NAME	Manolo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Jumawan			
25. MOTHER'S MAIDEN NAME	Cecilia Polistico Enolva			
SURNAME	Mercurio			
FIRST NAME	Cecilia			
MIDDLE NAME	Enolva		(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	Baybay North Central School	Elementary	1999	2002		2002	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2002	2006		2006	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Geodetic Engineering	2006	2012		2012	N/A
GRADUATE STUDIES	University of the Philippines Diliman	Master of Science in Geomatics Engineering	2018	2020	33	2020	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/16/2024
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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
	Geodetic Engineers Licensure Exam	79.00	09/04/2012	Manila, Philippines	8960	09/12/2012

(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						
01/01/2023	PRESENT	Instructor I	Visayas State University	29,449.00	12-2	Permanent	Y
06/03/2022		Instructor I	Visayas State University	27,892.00	12-2	Permanent	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
08/13/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
08/01/2021	07/31/2022	Instructor I	Visayas State University	26,052.00	12-1	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,052.00	12-1	Temporary	Y
07/30/2020	07/31/2021	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020	07/29/2020	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
08/01/2019	12/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019	07/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Contractual	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Contractual	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Contractual	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Contractual	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Contractual	Y
08/02/2016	12/31/2016	Instructor	Visayas State University	20,651.00	12-1	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/16/2024
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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)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/16/2024
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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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
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) 04/16/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														