

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	Paña			
FIRST NAME	Ronard	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Gonzaga			
3. DATE OF BIRTH (mm/dd/yyyy)	03/21/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: <b>Philippines</b>	
4. PLACE OF BIRTH	Tagbilaran, Bohol	If holder of dual citizenship, please indicate the details.		
5. SEX	<input checked="" type="checkbox"/> Male <input 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)	1.62	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Pangasungan	
8. WEIGHT (kg)	56.00		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	A+		City/Municipality Province 6521	
10. GSIS ID NO.	N/A		ZIP CODE	
11. PAG-IBIG ID NO.	121132380607			
12. PHILHEALTH NO.	120513913236	18. PERMANENT ADDRESS	005 Road 2 House/Block/Lot No. Street TUNHAI Booy	
13. SSS NO.	0636117202		Subdivision/Village Barangay TAGBILARAN CITY (Capital) BOHOL	
14. TIN NO.	461657917		City/Municipality Province 6300	
15. AGENCY EMPLOYEE NO.	V00923		ZIP CODE	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	946-194-9981	
		21. E-MAIL ADDRESS (if any)	ronard.pana@vsu.edu.ph	

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	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	Paña			
FIRST NAME	Leonardo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ligan			
25. MOTHER'S MAIDEN NAME	Roquena Jaganas Gonzaga			
SURNAME	Paña			
FIRST NAME	Roquena			
MIDDLE NAME	Gonzaga		(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	Dorol Elementary School	Elementary	1999	2006		2006	N/A
SECONDARY	Dr. Cecilio Putong National High School	High School	2005	2009		2009	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Bohol Island State University-Main Campus	Bachelor of Science in Mechanical Engineering	2009	2014		2014	N/A
GRADUATE STUDIES	University of the Philippines Diliman	Master of Science in Mechanical Engineering	2018	2020		2020	DOST

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/22/2024
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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
	Mechanical Engineer	90.95	10/07/2014	Cebu City, Philippines	0084923	03/21/2023

(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	30,028.00	12-4	Permanent	Y
06/03/2022		Instructor I	Visayas State University	28,471.00	12-4	Permanent	Y
01/01/2022		Instructor I	Visayas State University	28,471.00	12-4	Temporary	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
08/31/2021		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
07/31/2020	07/31/2021	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020		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	Permanent	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
08/22/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
12/02/2014	08/19/2016	Design Engineer	Tsuneishi Technical Services (Phils), Inc.	17,000.00	-	Permanent	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/22/2024
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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)						
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			
	Professional Certificate in Construction Management	03/11/2024	03/13/2024	24	Managerial	UP National Engineering Center
	Risk Assessment Training-Workshop	09/11/2023	09/12/2023	16	Managerial	Visayas State University
	Towards Effective Managerial Competencies	08/21/2023	08/25/2023	40	Managerial	Personnel Officers Association of the Philippines, Inc. (POAP)
	Risk Assessment Training-Workshop	11/24/2022	11/25/2022	16	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	8th International Conference on Sustainable Energy and Environment (SEE 2022)	11/07/2022	11/09/2022	24	Research	JGSEE
	Seminar on the Design of Water-based Automatic Fire Sprinkler System	09/24/2022	09/24/2022	8	Technical	PSIM
	Increasing Efficiencies in Scholarly Writing and Publishing	03/02/2020	03/02/2020	4	Research	University of the Philippines Diliman
	International Conference on Sustainable Energy and Green Technology	12/11/2019	12/14/2019	32	Research	JGSEE
	8th ERDT Congress, The Rise of Smart Cities and Communities	08/23/2019	08/23/2019	8	Technical	DOST
	15th DOST-ERDT Conference and 11th AUN/SEED-Net Regional Conference on Energy Engineering	09/27/2018	09/28/2018	16	Research	DOST, AUN/SEED-Net
	HVAC, Refrigeration Design, Cooling Treatment Seminar	01/28/2017	01/28/2017	8	Technical	PSME Cebu Chapter
	POWERCON: Government and Private Sectors Power Development Plan	10/19/2016	10/19/2016	4	Technical	POWERCON: Government and Private Sectors Power Development Plan
	Renewable Energy Developments in the Philippines	10/19/2016	10/19/2016	4	Technical	PSME
	64th PSME National Convention	10/18/2016	10/18/2016	23	Technical	PSME
	Gorlov Helical Marine Turbine for Renewable Energy Production	10/18/2016	10/18/2016	4	Technical	PSME
	Grease Plant Workplace Ventilation Engineering and Management Problems in Critical Systems Operations Conceptual Analysis: Basis of Re-Design and Development of Ventilation System HVAC	10/18/2016	10/18/2016	2	Technical	PSME
	Design and Development of the Shell of a Solar Powered Car Using Computed Aided Design and Computational Fluid Dynamics	10/18/2016	10/18/2016	2	Technical	PSME
PLEASE SEE ATTACHMENT A						
(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)		
	AutoCAD	PRAISE		Pambansang Samahan ng Inhenyero Mekanikal		
	3D modeling	Parangal sa Mag-aaral		The Philippine Society for Engineering Education		
	Painting/Sketching					
	Reading non-fiction books					
	Programming					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	04/22/2024	



<div>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)?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>		<div><div><input checked="" type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, give details: Resignation from TTSP _____</div></div>												
<div>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?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details (country): _____</div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Menandro S. Berana</td><td>UP Dlliman</td><td>09985127400</td></tr><tr><td>Leif Oliver Coronado</td><td>Sta. Ana, Manila</td><td>09228895530</td></tr><tr><td>Ferdinand Manegdeg</td><td>UP Diliman, Quezon City</td><td>09292375946</td></tr></table>			NAME	ADDRESS	TEL. NO.	Menandro S. Berana	UP Dlliman	09985127400	Leif Oliver Coronado	Sta. Ana, Manila	09228895530	Ferdinand Manegdeg	UP Diliman, Quezon City	09292375946
NAME	ADDRESS	TEL. NO.												
Menandro S. Berana	UP Dlliman	09985127400												
Leif Oliver Coronado	Sta. Ana, Manila	09228895530												
Ferdinand Manegdeg	UP Diliman, Quezon City	09292375946												
<div>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.</div>		<div><div><div>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</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: PRC</div><div>ID/License/Passport No.: 0084923</div><div>Date/Place of Issuance: 10/20/2014 / Cebu City</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>04/22/2024</div><div>Date Accomplished</div></div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>														