

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	Burlas		
FIRST NAME	Marlon	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Garande		
3. DATE OF BIRTH (mm/dd/yyyy)	09/17/1982	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Mariveles, Bataan	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	Siteo Ahag, Purok 1
7. HEIGHT (m)	1.70	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	70.00		Can-untog
9. BLOOD TYPE	B+		Subdivision/Village Barangay
10. GSIS ID NO.	2002109901		ORMOC CITY LEYTE
11. PAG-IBIG ID NO.	121111237133		City/Municipality Province
12. PHILHEALTH NO.	130501359190	ZIP CODE	6541
13. SSS NO.	0111482360	18. PERMANENT ADDRESS	Siteo Ahag, Purok 1
14. TIN NO.	936201622	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00943		Can-untog
			Subdivision/Village Barangay
			ORMOC CITY LEYTE
			City/Municipality Province
		ZIP CODE	6541
		19. TELEPHONE NO.	(053) 560-5364
		20. MOBILE NO.	917-634-1527
		21. E-MAIL ADDRESS (if any)	marlon.burlas@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Burlas		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	May Jay	NAME EXTENSION (JR., SR)	Zyana Keesha E. Burlas	03/13/2020
MIDDLE NAME	Elegio		Ziv Aqil E. Burlas	03/31/2023
OCCUPATION	Area Development Manager			
EMPLOYER/BUSINESS NAME	Delfi Marketing Inc			
BUSINESS ADDRESS	Parang, Marikina City			
TELEPHONE NO.	+639988475365			
24. FATHER'S SURNAME	Burlas			
FIRST NAME	Mario	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Dadizon			
25. MOTHER'S MAIDEN NAME	Fontilar			
SURNAME	Burlas			
FIRST NAME	Luz			
MIDDLE NAME	Garande		(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	Can-untog Elem. School	Elementary	1989	1995		1995	Valedictorian
SECONDARY	Ipil National High School	High School	1995	1999		1999	Salutatorian
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Eastern Visayas State University-Ormoc	Bachelor of Science in Mechanical Engineering	2008	2011		2011	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/15/2023
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VI. VOLUNTARY WORK OR INVOLEMENT 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			
	Planning, Budgeting and Expenditure Management in SUC	05/16/2023	05/18/2023	24	Technical	Philippine Association of State Universities and Colleges (PASUC)
	Construction Project Management	12/13/2022	12/16/2022	40	Managerial	D.M. Consunji Technical Training Center (DMCTTC)
	Accreditation Training for Contractors Performance Evaluation System	11/23/2022	11/25/2022	24	Technical	Philippine Domestic Construction Board
	Internal Quality Audit Course based ISO 9011:2018 Auditing Guidelines	08/17/2022	08/19/2022	24	Technical	AGF Consulting Group and Visayas State University
	Introduction to Metrology and Industrial Calibration	07/12/2022	07/13/2022	16	Technical	DOST -8
	Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers	05/30/2022	05/31/2022	16	Technical	e-Blackboards Learning & Solution Inc.
	Renewable Energy and Energy Efficiency Summit	04/05/2022	04/06/2022	16	Technical	Meralco Power Academy
	Training on the Economics of Water Pollution and Solid Waste Management	03/24/2022	03/31/2022	40	Technical	Economy and Environment Group Philippines
	Basic Occupational Safety and Health Training for the Public Sector	06/07/2021	06/11/2021	40	Technical	Department of Labor and Employment
	GPPB Training on Republic Act 9184 and Revised IRR	05/17/2021	05/20/2021	24	Technical	DBM, GPPB, R08, Technical Support Office
	Underground Cabling for Subways	10/23/2020	10/23/2020	2	Technical	Philippine Society of Mechanical Engineering
	Dental Ventilation Design & Application	10/23/2020	10/23/2020	3	Technical	Philippine Society of Mechanical Engineering
	Elevator & Escalator Design	10/23/2020	10/23/2020	3	Technical	Philippine Society of Mechanical Engineering
	Controlling Unsafe Risk Takers: Integration of Behavior Based Safety & Effective Leadership Approach	10/22/2020	10/22/2020	2	Supervisory	Philippine Society of Mechanical Engineering
	Basic Risk Assessment	10/22/2020	10/22/2020	2	Technical	Philippine Society of Mechanical Engineering
	Wireless Condition Monitoring Approach for Rotating Equipment Assets	10/22/2020	10/22/2020	2	Technical	Philippine Society of Mechanical Engineering
	Welding Training & Performance Digitalization Solution	10/22/2020	10/22/2020	2	Technical	Philippine Society of Mechanical Engineering

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)
	Driving		N/A		Philippine Society of Mechanical Engineers
	AUTOCAD SKILLS				
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills				
	Playing musical instruments				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/15/2023
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Attachment A.1

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			
	Integrating Predictive Maintenance with Industry 4.0	10/21/2020	10/21/2020	2	Technical	Philippine Society of Mechanical Engineering
	Overall Equipment Effectiveness support Total Productive Maintenance Goals in the Industry 4.0	10/21/2020	10/21/2020	2	Technical	Philippine Society of Mechanical Engineering
	Fire Safety Provision and Evacuation Strategy in Tall Building	10/21/2020	10/21/2020	2	Technical	Philippine Society of Mechanical Engineering
	NFPA-Update 2019 Edition	10/21/2020	10/21/2020	2	Technical	Philippine Society of Mechanical Engineering
	Basis of Design and Cost Estimation of a 25MW run of the River Hydroelectric Power Plant	10/20/2020	10/20/2020	2	Technical	Philippine Society of Mechanical Engineering
	The 3D's of Low Carbon Economy: Decarbonization, Decentralization & Digitalization	10/20/2020	10/20/2020	2	Technical	Philippine Society of Mechanical Engineering
	Thin Films, Nano and 2D Materials: Emerging Materials and their Application in Mechanical Engineering	10/20/2020	10/20/2020	2	Technical	Philippine Society of Mechanical Engineering
	Production of Gaseous Fuel from Agricultural Biomass Waste for Power Generation Application	10/20/2020	10/20/2020	2	Technical	Philippine Society of Mechanical Engineering
	Waste Water Treatment Facility Automation	10/19/2020	10/19/2020	2	Technical	Philippine Society of Mechanical Engineering
	Overview of Project Management in Managerial Approach	10/19/2020	10/19/2020	2	Managerial	Philippine Society of Mechanical Engineering
	Smoke Control System	10/19/2020	10/19/2020	2	Technical	Philippine Society of Mechanical Engineering
	Revised Implementing Rules and Regulation of RA 9514 Fire Code	10/19/2020	10/19/2020	2	Technical	Philippine Society of Mechanical Engineering
	Predictive Maintenance for Electric Motors	10/05/2020	10/05/2020	8	Technical	Megger Asia
	Disaster Risk Reduction Training for NGCP Partner Communities	06/20/2019	06/22/2019	24	Technical	NGCP
	Full Awareness Training Course ISO 9001:2015	06/20/2019	06/20/2019	8	Managerial	AGF Consulting Group and Visayas State University
	In-house Training on Republic Act 9184 and the 2016 Revised Implementing Rules and Regulations	06/10/2019	06/12/2019	24	Technical	Government Procurement Policy Board - Technical Support Office
	Seminar-Workshop on Forensic Engineering	05/31/2019	05/31/2019	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Internal Quality Audit Course based ISO 19011:2018 Auditing Guidelines	04/10/2019	04/10/2019	8	Managerial	AGF Consulting Group and Visayas State University
	Seminar on the Revised Implementing Rules and Regulation of the Republic Act 9184	03/20/2019	03/22/2019	24	Technical	Government Procurement Policy Board - Technical Support Office
	Fundamentals of Fire Protection Engineering	03/15/2019	03/15/2019	10	Technical	Philippine Society of Mechanical Engineering
	Transformational Leadership in Changing Environment	10/16/2018	10/19/2018	40	Managerial	Personnel Officers Association of the Philippines (POAP)
	Equipment Operation Training for Hyundai Bus	06/06/2018	06/07/2018	16	Technical	Hyundai Cebu South Office
	Basic Occupational Safety and Health Training	03/09/2015	03/12/2015	40	Technical	Tamkene Philippines Incorporated
	Excellence in Supervision	10/25/2014	10/25/2014	8	Supervisory	Ormoc Chamber of Commerce and Industry
	ISO -900: 2008 (Awareness Seminar)	07/13/2012	07/13/2012	8	Supervisory	Pulp Specialties Philippine Incorporated
	Domestic Refrigeration and Air conditioning	07/04/2006	12/29/2006	255	Technical	Ormoc City Training and Manpower Center
	Automotive Mechanic	07/04/2006	12/29/2006	255	Technical	Ormoc City Training and Manpower Center
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	06/15/2023	

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: Private Sector _____												
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>Louella C. Ampac</td><td>Visayas State University</td><td>09175423297</td></tr><tr><td>Jessamine C. Ecleo</td><td>Visayas State University</td><td>099855501016</td></tr><tr><td>Mario Lilio P. Valenzona</td><td>Visayas State University</td><td>09156341514</td></tr></table>			NAME	ADDRESS	TEL. NO.	Louella C. Ampac	Visayas State University	09175423297	Jessamine C. Ecleo	Visayas State University	099855501016	Mario Lilio P. Valenzona	Visayas State University	09156341514
NAME	ADDRESS	TEL. NO.												
Louella C. Ampac	Visayas State University	09175423297												
Jessamine C. Ecleo	Visayas State University	099855501016												
Mario Lilio P. Valenzona	Visayas State University	09156341514												
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID/License/Passport No.: 0077404 Date/Place of Issuance: 09/17/2020 / Ormoc City	Signature (Sign inside the box) 06/15/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														