

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	Suganob				
FIRST NAME	Marcteador Silve			NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Abayhon				
3. DATE OF BIRTH (mm/dd/yyyy)	11/26/1999	16. CITIZENSHIP		☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Inopacan, 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	255 Sto. Rosario St. Ext House/Block/Lot No. Street Subdivision/Village Tinago INOPACAN LEYTE City/Municipality Province 6522		
7. HEIGHT (m)	1.50	18. PERMANENT ADDRESS	House/Block/Lot No. Street		
8. WEIGHT (kg)	68.00		Subdivision/Village Barangay		
9. BLOOD TYPE	O		City/Municipality Province		
10. GSIS ID NO.	N/A		ZIP CODE		
11. PAG-IBIG ID NO.	N/A		ZIP CODE		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A		
13. SSS NO.	N/A	20. MOBILE NO.	965-924-7533		
14. TIN NO.	513577568	21. E-MAIL ADDRESS (if any)	marcteador.suganob@vsu.edu.ph		
15. AGENCY EMPLOYEE NO.	VJO02162				

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	SUGANOB			
FIRST NAME	RUSTICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	R.			
25. MOTHER'S MAIDEN NAME	ANTOLINA G. ABAYHON			
SURNAME	SUGANOB			
FIRST NAME	ANTOLINA			
MIDDLE NAME	A.		(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	Inopacan Central School	Elementary	2006	2012		2012	N/A
SECONDARY	Saint Michael College of Hindang, Leyte Inc.	Senior High School	2012	2018		2018	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Hospitality Management (Major in Culinary)	2018	2022		2022	N/A
GRADUATE STUDIES	Visayas State University	Master in Management (Major in Business Management)	2023		On - going		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/22/2024
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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		
	COMELEC Inopacan, Leyte	05/09/2022	05/10/2022	8	DepEd Supervising Officer (DESO)

(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			
	Workshop on Program Accreditation	01/12/2024	01/12/2024	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar on Hospitality Industry Systems: Point-of-Sales and Proper Management System	11/16/2019	11/16/2019	8	Managerial	Department of Tourism and Hospitality Management
	Reserve Officers' Training Corps. (ROTC)	05/04/2019	05/04/2019	8	Instruction	Department of Military Science and Tactics National Service Training Program Visayas State University ROTC Unit
	Travel and Learn - Immersion Program	04/08/2019	04/08/2019	8	Instruction	Marco Polo Plaza Cebu
	Field Trip and Seminar in Cebu and Bohol	04/06/2019	04/08/2019	24	Instruction	World of Adventures Travel and Tours, Lapu-Lapu City, Cebu
	Disaster Risk Reduction Management and Basic First Aid Seminar	12/02/2018	12/02/2018	8	Instruction	Department of Consumer and Hospitality Management/Visayas State University

(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)
	Cooking/Culinary		Best Supportive Alumni		VSU Alumni Association
	- Basic computer literacy skills - Time Management skills - Positive and can work independently		Loyalty Award		Singles for Christ
			Best in Business Finance		Euphonic Choristers
					Laetare Chanters Choir

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/22/2024
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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) 06/22/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														