

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	Sequeña		
FIRST NAME	Maria Michelle	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Magdoza		
3. DATE OF BIRTH (mm/dd/yyyy)	03/13/1991	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Maribojoc, Bohol	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX AT BIRTH	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	N. MAGDOZA
7. HEIGHT (m)	1.53	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	76.00		STO. ROSARIO Bayacabac
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. UMID ID NO.	011157786072		MARIBOJOC BOHOL
11. PAG-IBIG ID NO.	121171371545		City/Municipality Province
12. PHILHEALTH NO.	122015575253	ZIP CODE	6336
13. PhilSys NO. (PSN)		18. PERMANENT ADDRESS	N. MAGDOZA
14. TIN NO.	3305546100000	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	VJO02735		STO. ROSARIO Bayacabac
			Subdivision/Village Barangay
			MARIBOJOC BOHOL
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	097-764-2763
		21. E-MAIL ADDRESS (if any)	maria.sequena@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SEQUEÑA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DINDO	NAME EXTENSION (JR., SR)	XAVIER JETT M. SEQUEÑA	01/31/2018
MIDDLE NAME	SALAC		MATTHEW DHANESH M. SEQUEÑA	07/17/2025
OCCUPATION	GAMEFOWL SPECIALIST			
EMPLOYER/BUSINESS NAME	UNAHCO			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	MAGDOZA			
FIRST NAME	MICHAEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DICDICAN			
25. MOTHER'S MAIDEN NAME	MARIA BOYOSE HOMES			
SURNAME	MAGDOZA			
FIRST NAME	MARIA			
MIDDLE NAME	HOMES		(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	STA CRUZ ELEMENTARY SCHOOL	Elementary	1998	2003		2003	N/A
SECONDARY	PAGNITOAN HIGH SCHOOL	High School Graduate	2003	2008		2008	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness/Education	2012	2016		2016	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/13/2025
-----------	--	------	------------

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			
	52nd National Convention of the Philippine Agriculture and Economic Development Association (PAEDA)	12/03/2024	12/05/2024	8	Research	Philippine Agriculture and Economic Development Association
(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)	
	Ability to work in harmony with co-workers		N/A		VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION	
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills					
	Baking					
	- Basic computer literacy skills - Time Management skills - Positive and can work independently					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	12/13/2025	

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: Resignation _____
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)		
NAME		OFFICE / RESIDENTIAL ADDRESS
ERNESTO F. BULAYOG		VSU BAYBAY CITY LEYTE
LEMUEL S. PRECIADOS		VSU, 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.		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: UMID ID/License/Passport No.: 011157786072 Date/Place of Issuance: 09/30/2021 / Ormoc City		Signature (Sign inside the box) 12/13/2025 Date Accomplished
		Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm PHOTO Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		