

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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)

2. SURNAME	TUYAN		
FIRST NAME	MICHELLE	NAME EXTENSION (JR., SR) N / A	
MIDDLE NAME	BAUTISTA		
3. DATE OF BIRTH (mm/dd/yyyy)	05 / 14 / 1980	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MANDALUYONG	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" 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)	1.61	17. RESIDENTIAL ADDRESS	PHASE 4 BLOCK 5 LOT 11 PINE STREET House/Block/Lot No. Street MICARA ESTATES BRGY. SAHUD ULAN Subdivision/Village Barangay TANZA CAVITE City/Municipality Province 4108
8. WEIGHT (kg)	64	ZIP CODE	
9. BLOOD TYPE	" O " Rh (+)	18. PERMANENT ADDRESS	BLOCK 9 LOT 19 PHASE1 ST. ELIZABETH STREET House/Block/Lot No. Street ST. JOSEPH VILLAGE 7 BRGY. MARINIG Subdivision/Village Barangay CABUYAO CITY LAGUNA City/Municipality Province 4025
10. GSIS ID NO.	CRN 003-3670-1280-6	ZIP CODE	
11. PAG-IBIG ID NO.	1020-0357-2185		
12. PHILHEALTH NO.	19-089471943-9		
13. SSS NO.	33-6701280-6	19. TELEPHONE NO.	N/A
14. TIN NO.	218-867-413	20. MOBILE NO.	0917-6720084 / 0920-3738852
15. AGENCY EMPLOYEE NO.	R4M-ADOFI-435	21. E-MAIL ADDRESS (if any)	michelle.tuyan@gmail.com

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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N / A		N/A	N/A
BUSINESS ADDRESS	N / A		N/A	N/A
TELEPHONE NO.	N / A		N/A	N/A
24. FATHER'S SURNAME	TUYAN		N/A	N/A
FIRST NAME	MIGUEL +	NAME EXTENSION (JR., SR) N / A	N/A	N/A
MIDDLE NAME	DAWAL		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	BAUTISTA		N/A	N/A
FIRST NAME	THELMA*		N/A	N/A
MIDDLE NAME	DOMINGUEZ		(Continue on separate sheet if necessary)	

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 GRADUATE D	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BULI ELEMENTARY SCHOOL	ELEMENTARY	1986	1993	N / A	1993	SALUTATORIAN
SECONDARY	SAN ROQUE CATHOLIC SCHOOL	HIGHSCHOOL	1993	1997	N / A	1997	N / A
VOCATIONAL / TRADE COURSE	N / A	N / A	N / A	N / A	N / A	N / A	N / A
COLLEGE	POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - MANILA	BACHELOR OF SCIENCE IN ELECTRONICS AND COMMUNICATIONS ENGINEERING	1997	2002	N / A	2002	N / A
GRADUATE STUDIES	N / A	N / A	N / A	N / A	N / A	N / A	N / A

(Continue on separate sheet if necessary)

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
CAREER SERVICE PROFESSIONAL ELIGIBLTY	81.60%	10/26/2014	STO. CRISTO ELEMENTARY SCHOOL, BAGO BANTAY, QUEZON CITY	N/A	N/A
	- nothing follows -				

(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	GOVT SERVICE (Y/ N)
From	To						
01/01/2022	PRESENT	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	P22,563.00	10-3	PERMANENT	Y
01/01/2021	12/31/2021	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	P21,382.00	10-2	PERMANENT	Y
01/01/2020	12/31/2020	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	P20,388.00	10-2	PERMANENT	Y
01/01/2019	12/31/2019	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	P19,934.00	10-2	PERMANENT	Y
01/01/2018	12/31/2018	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	P18,718.00	10-1	PERMANENT	Y
01/01/2017	12/31/2017	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	P18,217.00	10-1	PERMANENT	Y
01/01/2016	12/31/2016	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	P17,730.00	10-1	PERMANENT	Y
10/01/2015	12/31/2015	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - R4B MIMAROPA	P17,255.00	10-1	PERMANENT	Y
04/01/2015	09/30/2015	TRAINING ASSISTANT II	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - R4B MIMAROPA	P15,000.00	N/A	CONTRACTUAL	N
04/01/2012	01/31/2014	SENIOR PRODUCTION LEADER / PRODUCTION LEADER 5	Mobile Manufacturing Cleanroom (MMC) Department – TOSHIBA Information Equipment (Phils.) Inc. - Biñan, Laguna	P24,900.00	N/A	REGULAR	N
10/01/2010	03/31/2012	WORK INSTRUCTION ENGINEER	Mobile Manufacturing Cleanroom (MMC) Department – TOSHIBA Information Equipment (Phils.) Inc. - Biñan, Laguna	P21,000.00	N/A	REGULAR	N
10/03/2003	09/30/2010	MANUFACTURING LINE LEADER	Mobile Manufacturing Cleanroom (MMC) Department – TOSHIBA Information Equipment (Phils.) Inc. - Biñan, Laguna	P18,000.00	N/A	REGULAR	N
		- nothing follows -					

(Continue on separate sheet if necessary)

VII. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT PEOPLE VOLUNTARY ORGANIZATIONS

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
	N / A	N / A	N / A	N / A	N / A
	N / A	N / A	N / A	N / A	N / A
	N / A	N / A	N / A	N / A	N / A

(Continue on separate sheet if necessary)

VIII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED

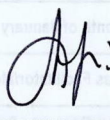
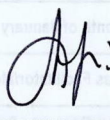
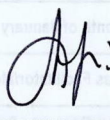




30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	LEARNING EVENT ON LEADERSHIP AND MANAGEMENT DEVELOPMENT PROGRAM	12/6/2021	12/10/2021	32	Supervisory	Synergy Training & Development, Inc. / Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	Webinar on Mental Health: Stress Management	2/5/2021	2/5/2021	8	Foundation	Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	Forum on the 18-Day Campaign to End Violence Against Women	12/11/2020	12/11/2020	8	Foundation	Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	Orientation on the Interim Guidelines on Absences and Alternative Work Arrangements of Government Officials and Employees (IGAWA)	12/10/2020	12/10/2020	3.5	Leadership and Management	Civil Service Institute - Civil Service Commission (CSI-CSC)
	Data Privacy Awareness and Compliance Workshop	10/13/2020	10/15/2020	24	Technical	Yisrael Solutions and Training Center, Inc.
	Webinar on the Role of HR in the New Normal	07/30/2020	07/30/2020	3	Leadership and Management	Civil Service Institute - Civil Service Commission (CSI-CSC)
	Virtual Seminar on Learning and Development Standards, Processes and Policies Batch 1	05/06/2020	05/06/2020	8	Foundation	Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	2019 Freedom of Information (FOI) Compliance Consultation and Workshop	11/29/2019	11/29/2019	8	Technical	Presidential Communications Operations Office (PCOO)
	The Establishment of Records Disposition Program in Government Office	10/23/2019	10/25/2019	16	Technical	Government Records Officers' Association of the Philippines, Inc. (GROAP)
	Learning Facilitation	11/28/2017	11/29/2017	16	Leadership and Management	Civil Service Institute - Civil Service Commission (CSI-CSC)
	Program/Course Delivery & Administration	9/14/2017	9/15/2017	16	Leadership and Management	Civil Service Institute - Civil Service Commission (CSI-CSC)
	2017 DENR HR Summit	8/28/2017	9/01/2017	32	Technical	Department of Environment & Natural Resources DENR Central Office
	Learning Measurement and Evaluation	7/11/2017	7/12/2017	16	Leadership and Management	Civil Service Institute - Civil Service Commission (CSI-CSC)
	HR Mechanism	4/11/2016	4/13/2016	24	Technical	Department of Environment & Natural Resources DENR Central Office
	Refresher Course Program on Gender Sensitivity	3/08/2016	3/08/2016	8	General Information	Regional Public Affairs Office (RPAO) - DENR MIMAROPA Region
	Orientation Program on Basic Employee Rights, Benefits and Privileges	01/20/2016	01/22/2016	24	General Information	Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	Orientation Course for the New Entrants in the Government Service	10 27 2015	10 27 2015	8	General Information	Human Resource Development Section (HRDS) - DENR R4B MIMAROPA

(Continue on separate sheet if necessary)

IX. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	HOBBIES: SURFING THE NET, LISTENING TO MUSIC, WATCHING MOVIES, SINGING, PLAYING BADMINTON		• Best Line Leader for the month of January 2009, TOSHIBA Information Equipment (Phil.) Inc. • Certificate of Appreciation as Facilitator/Moderator • Certificate of Appreciation as Resource Speaker in Regional Document Action Tracking System (RDATS) Training-Workshop		Member, Polytechnic University of the Philippines - Help, Assist & Mobilize (PUP-HAM) Radio Communication Group Member, DENR Employees' Union (DENREU) - MIMAROPA Region Member, DENR Employees Cooperative (DEmCo) Member, FOSLAI
	SPECIAL SKILLS: INTERNAL AND CROSS AUDIT, PLANNING, CONTINUOUS IMPROVEMENT AND PROBLEM SOLVING ANALYSIS APPLYING ENGINEERING QUALITY TOOLS (8D, WHY-WHY, PFMEA, DMAIC, TPM), MANAGEMENT SKILLS, RECORDS MANAGEMENT AND TRAINING FACILITATION				

(Continue on separate sheet if necessary)

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">RESIGNATION (PRIVATE SECTOR)</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Engr./EnP. MARIA ANA PULIDO</td> <td>MAKATI CITY</td> <td>0956 0045508</td> </tr> <tr> <td>MR. NEMESIO RESANE, JR.</td> <td>BIÑAN CITY, LAGUNA</td> <td>0917 5725004</td> </tr> <tr> <td>CRISTINA T. CARULLO</td> <td>STA. ROSA, LAGUNA</td> <td>0917 7539958</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Engr./EnP. MARIA ANA PULIDO	MAKATI CITY	0956 0045508	MR. NEMESIO RESANE, JR.	BIÑAN CITY, LAGUNA	0917 5725004	CRISTINA T. CARULLO	STA. ROSA, LAGUNA	0917 7539958
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CRISTINA T. CARULLO	STA. ROSA, LAGUNA	0917 7539958											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>UMID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>CRN 003-3670-1280-6</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>GSIS</td> </tr> </table>	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.:	CRN 003-3670-1280-6	Date/Place of Issuance:	GSIS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) JUL 15 2022 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) JUL 15 2022 Date Accomplished	
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<p>SUBSCRIBED AND SWORN to before me this <u>JUL 18 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">  Person Administering Oath </div>													