

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:	17. RESIDENTIAL ADDRESS	1754 A ESCUELA STREET House/Block/Lot No. Street GUADALUPE NUEVO Subdivision/Village Barangay MAKATI CITY NCR City/Municipality Province 1212	
7. HEIGHT (m)	1.61	18. PERMANENT 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	
8. WEIGHT (kg)	64		ZIP CODE	1212
9. BLOOD TYPE	" O " Rh (+)		19. TELEPHONE NO.	4108
10. GSIS ID NO.	CRN 003-3670-1280-6			20. MOBILE NO.
11. PAG-IBIG ID NO.	1020-0357-2185	21. E-MAIL ADDRESS (if any)		michelle.tuyan@gmail.com
12. PHILHEALTH NO.	19-089471943-9	ZIP CODE		
13. SSS NO.	33-6701280-6			
14. TIN NO.	218-867-413			
15. AGENCY EMPLOYEE NO.	R4M-ADOFI-435			

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 GRADUATED	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) OCT 03 2022

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 ELIGIBILITY	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	₱22,563.00	10-3	PERMANENT	Y
01/01/2021	12/31/2021	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	₱21,382.00	10-2	PERMANENT	Y
01/01/2020	12/31/2020	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	₱20,388.00	10-2	PERMANENT	Y
01/01/2019	12/31/2019	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	₱19,934.00	10-2	PERMANENT	Y
01/01/2018	12/31/2018	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	₱18,718.00	10-1	PERMANENT	Y
01/01/2017	12/31/2017	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	₱18,217.00	10-1	PERMANENT	Y
01/01/2016	12/31/2016	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - MIMAROPA REGION	₱17,730.00	10-1	PERMANENT	Y
10/01/2015	12/31/2015	ADMINISTRATIVE OFFICER I	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - R4B MIMAROPA	₱17,255.00	10-1	PERMANENT	Y
04/01/2015	09/30/2015	TRAINING ASSISTANT II	ADMINISTRATIVE DIVISION / Department of Environment and Natural Resources (DENR) - R4B MIMAROPA	₱15,000.00	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	₱24,900.00	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	₱21,000.00	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	₱18,000.00	N/A	REGULAR	N
		- nothing follows -					

(Continue on separate sheet if necessary)

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			
	ORIENTATION-WORKSHOP ON COACHING	3/17/2022	3/17/2022	8	Supervisory	Department of Environment & Natural Resources DENR Central Office
	AWARENESS TRAINING ON ISO 9001:2015 KNOWN AS THE QUALITY MANAGEMENT SYSTEM (QMS)	1/26/2022	1/26/2022	8	Supervisory	TÜV SÜD PSB Philippines Inc. / Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	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 Event on Gender and Development and Planning and Budgeting CY 2020	01/30/2019	02/01/2019	24	Technical	Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	Learning Facilitation	11/28/2017	11/29/2017	16	Leadership and Management	Civil Service Institute - Civil Service Commission (CSI-CSC)
	Learning Event on Gender Mainstreaming & Gender and Development (GAD) Planning and Budgeting	9/18/2017	9/20/2017	24	Technical	Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	Program/Course Delivery & Administration	9/14/2017	9/15/2017	16	Leadership and Management	Civil Service Institute - Civil Service Commission (CSI-CSC)
	Learning Event on the Updates of 2016 Revised Implementing Rules and Regulations of R.A. 9184: Government Procurement Reform Act	9/11/2017	9/12/2017	16	Technical	Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	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)
	Orientation-Workshop on the Preparation of Project Procurement Management Plan (PPMP)	9/23/2016	9/23/2016	8	Technical	Human Resource Development Section (HRDS) - DENR MIMAROPA Region
	HR Mechanisms	4/11/2016	4/13/2016	24	Technical	Department of Environment & Natural Resources DENR Central Office
(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)		
HOBBIES: SURFING THE NET, LISTENING TO MUSIC, WATCHING MOVIES, SINGING, PLAYING BADMINTON SPECIAL SKILLS: INTERNAL AND CROSS AUDIT, PLANNING, CONTINUOUS IMPROVEMENT AND PROBLEM SOLVING ANALYSIS, MANAGEMENT SKILLS, RECORDS MANAGEMENT AND TRAINING FACILITATION		• Best Line Leader for the month of January 2009, TOSHIBA Information Equipment (Philis.) Inc.		Member, Polytechnic University of the Philippines - Help, Assist & Mobilize (PUP-HAM) Radio Communication Group		
		• Certificate of Appreciation as Facilitator/Moderator		Member, DENR Employees' Union (DENREU) - MIMAROPA Region		
		• Certificate of Appreciation as Resource Speaker in Regional Document Action Tracking System (RDATS) Training-Workshop		Member, DENR Employees Cooperative (DEmCo)		
				Member, FOSLAI		
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		OCT 03 2022		
				CS FORM 212 (Revised 2017), Page 3 of 4		

<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: _____</div><div>Date Filed: _____</div><div>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: _____</div><div>RESIGNATION (PRIVATE SECTOR)</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><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>NOVELINDA D. ESQUIERDO</td><td>MAKATI CITY</td><td>(0919) 991 5217</td></tr><tr><td>Engr./EnP. MARIA ANA PULIDO</td><td>MAKATI CITY</td><td>(0956) 0045508</td></tr><tr><td>CRISTINA T. CARULLO</td><td>STA. ROSA, LAGUNA</td><td>(0917) 7539958</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	NOVELINDA D. ESQUIERDO	MAKATI CITY	(0919) 991 5217	Engr./EnP. MARIA ANA PULIDO	MAKATI CITY	(0956) 0045508	CRISTINA T. CARULLO	STA. ROSA, LAGUNA	(0917) 7539958
NAME	ADDRESS	TEL. NO.												
NOVELINDA D. ESQUIERDO	MAKATI CITY	(0919) 991 5217												
Engr./EnP. MARIA ANA PULIDO	MAKATI CITY	(0956) 0045508												
CRISTINA T. CARULLO	STA. ROSA, LAGUNA	(0917) 7539958												
<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>MICHELLE B. TUYAN</div>PHOTO</div><div><div></div>Right Thumbmark</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><div>Government Issued ID:UMID</div><div>ID/License/Passport No.:CRN 003-3670-1280-6</div><div>Date/Place of Issuance:GSIS</div></div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div><div>OCT 03 2022</div><div>Date Administered</div></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>														

CS FORM 212 (Revised 2017), Page 4 of 4