

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	YAKIT		
FIRST NAME	MARESOL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BALUETA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/2/96	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	FIDEL SURTIDA STO. DOMINGO, ALBAY	If holder of dual citizenship, please indicate the details.	
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	17. RESIDENTIAL ADDRESS	DACLION STREET House/Block/Lot No. Street GUINARONA Subdivision/Village Barangay DAGAMI LEYTE City/Municipality Province 6515
7. HEIGHT (m)	1.54m	ZIP CODE	
8. WEIGHT (kg)	42 kg		
9. BLOOD TYPE	TYPE B	18. PERMANENT ADDRESS	DACLIZON STREET House/Block/Lot No. Street GUINARONA Subdivision/Village Barangay DAGAMI LEYTE City/Municipality Province 6515
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	1212-1371-8925		
12. PHILHEALTH NO.	13-250458022-1		
13. SSS NO.	34-7197025-8	19. TELEPHONE NO.	N/A
14. TIN NO.	342-131-326-0000	20. MOBILE NO.	09109079926
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	gdarenyakit@gmail.com

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	
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	YAKIT			
FIRST NAME	SILPOR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ALMENARIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	BALUETA			
FIRST NAME	ARMELIA			
MIDDLE NAME	LONGASA			

(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	GUINARONA ELEMENTARY SCHOOL		2002	2008	GRADUATE	2008	WITH HONORS
SECONDARY	BURAUEN NATIONAL HIGH SCHOOL		2008	2012	GRADUATE	2012	WITH HONORS
VOCATIONAL / TRADE COURSE	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY-TACLOBAN	NATIONAL CERTIFICATE III IN BOOKKEEPING	2016	2016	PASSED	2016	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY-TANAUAN CAMPUS	BACHELOR OF SCIENCE IN ACCOUNTANCY	2012	2017	GRADUATE	2017	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 7, 2021
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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
	CIVIL SERVICE PROFESSIONAL ELIGIBILITY	83.7	3/17/19	TACLOBAN CITY	0566	5/20/19
	CERTIFIED TAX TECHNICIAN	62.0	8/23/20	MAKATI CITY	04686	11/1/20

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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(Continue on separate sheet if necessary)			
SIGNATURE		DATE	APRIL 7, 2021

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]







(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 7, 2021
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<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>Date Filed: _____</p> <p>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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>EDBRYAN L. YEPES, CPA</td> <td>IMPERIO ST. BRGY. CANRAMOS TANAUAN, LEYTE</td> <td>9663207790</td> </tr> <tr> <td>JAMAICA O. ANGELES</td> <td>JCF BUILDING, CARCER ST., QUIAPO MANILA</td> <td>9567286859</td> </tr> <tr> <td>CATHERINE G. PAMINIANO</td> <td>LOS ANGELES ST. DST. 2, BURAUEN, LEYTE</td> <td>9355939003</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	EDBRYAN L. YEPES, CPA	IMPERIO ST. BRGY. CANRAMOS TANAUAN, LEYTE	9663207790	JAMAICA O. ANGELES	JCF BUILDING, CARCER ST., QUIAPO MANILA	9567286859	CATHERINE G. PAMINIANO	LOS ANGELES ST. DST. 2, BURAUEN, LEYTE	9355939003		
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<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>															
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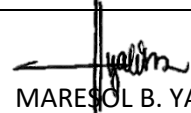
WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: November 16, 2017 – October 31, 2020
- Position: Auditor
- Name of Office/Unit: Taxation and Auditing
- Immediate Supervisor: Merian M. Tandingan, CPA
- Name of Agency/Organization and Location: Barbacena, Tandingan & Co., CPAs, Metro Manila

- Summary of Actual Duties
 - Responsible for the preparation and management of the company's petty cash fund.
 - Performs actual accounting and bookkeeping services depending on the engagement agreed with the clients such as filing of monthly, quarterly and annual BIR returns and recording of clients business transactions.
 - Performs auditing services such as vouching, inventory counts and analysis of clients financial statements.
 - Formulate findings based on the audited documents presented by the clients and present them together with the recommendations to improve company operations to the officer in charge.
 - Prepares complete set of Financial Statements including its necessary attachments.
 - Monthly client visits for bank reconciliation and bookkeeping.
 - Processing of clients requirements such as Business Permit application, SSS, PHIC, HDMF, SEC and BIR registration.


MARESOL B. YAKIT

(Signature over Printed Name
of Employee/Applicant)

Date: April 07, 2021