

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	CATIBO		
FIRST NAME	MARITES	N/A	
MIDDLE NAME	ESGUERRA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/11/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	ZONE 6
7. HEIGHT (m)	1.55m	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	51kg		GUADALUPE
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	121228411072		City/Municipality Province
12. PHILHEALTH NO.	13-025507491-2	18. PERMANENT ADDRESS	ZONE 6
13. SSS NO.	06-4145670-9	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	351-220-423-00000		GUADALUPE
15. AGENCY EMPLOYEE NO.	N/A		Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09513675416		
21. E-MAIL ADDRESS (if any)	marites.catibo@vsu.edu.ph		

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	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	CATIBO			
FIRST NAME	RODULFO	N/A		
MIDDLE NAME	ROLUNA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ESGUERRA			
FIRST NAME	ESTELA			
MIDDLE NAME	MORERA			

(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	GUADALUPE ELEMENTARY SCHOOL	PRIMARY EDUCATION	2000	2006	N/A	2006	WITH HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2010	N/A	2010	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2013	2018	N/A	2018	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 11, 2025
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[illegible]




V. WORK EXPERIENCE

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

[illegible]

SIGNATURE		DATE	JULY 11, 2025
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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			
	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						
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			
	TRAINING ON FINANCIAL MONITORING AND MANAGEMENT IN SUPPORT OF THE COCONUT HYBRIDIZATION PROGRAM (CHP)	03/27/2025	03/27/2025	8 HOURS		DEPARTMENT OF SCIENCE AND TECHNOLOGY-PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC, AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (DOST-PCAARRD)/ CROP RESEARCH DIVISION (CRD)
	*ORIENTATION ON FINANCIAL MANAGEMENT TRANSACTIONS IN VSU"	03/13/2025	03/13/2025	8 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	PUBLIC FINANCIAL MANAGEMENT WORKSHOP 2024	09/18/2024	09/20/2024	24 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	*SEMINAR WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM)	07/30/2024	07/31/2024	16 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	*SHAPING CULTURE: EMBRACING VALUES FOR PRODUCTIVE WORKPLACE PERFORMANCE	05/15/2024	05/15/2024	4 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	*HRIS SOFTWARE ONBOARDING"	12/06/2023	12/06/2023	8 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	*UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS AT VISAYAS STATE UNIVERSITY"	11/29/2023	11/29/2023	4 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	TRAINING/WORKSHOP ON ADVANCED MICROSOFT EXCEL FUNCTIONS AND SHORTCUTS FOR FINANCIAL TRANSACTION PROCESSING AND REPORTING	11/28/2023	11/28/2023	4 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	4 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	MENTAL HEALTH WELLNESS SEMINAR	04/25/2023	04/25/2023	4 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	ISO 9001:2015 AWARENESS/RE-AWARENESS SEMINAR	08/30/2022	08/30/2022	4 HOURS		VISAYAS STATE UNIVERSITY-MAIN CAMPUS
	HANDS-ONLY CPR	07/21/2022	07/22/2022	4 HOURS		DEPARTMENT OF HEALTH (DOH)
	ON-THE-JOB TRAINING	01/22/2018	03/22/2018	300 HOURS		PHILIPPINE CARABAO CENTER /MILKA KREM
(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)		
	PROFICIENT IN COMPUTER SKILLS	N/A		N/A		
	DRIVING					
	GARDENING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	JULY 11, 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)?		<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>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<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: Date Filed: _____ Status of Case/s: _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</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><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: Resignation</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><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>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</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><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>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>JHONAVEL R. CASTIL</td><td>VISCA, BAYBAY CITY</td><td>09554209673</td></tr><tr><td>NICK FREDDY R. BELLO</td><td>VISCA, BAYBAY CITY</td><td>09292255015</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	JHONAVEL R. CASTIL	VISCA, BAYBAY CITY	09554209673	NICK FREDDY R. BELLO	VISCA, BAYBAY CITY	09292255015			
NAME	ADDRESS	TEL. NO.												
JHONAVEL R. CASTIL	VISCA, BAYBAY CITY	09554209673												
NICK FREDDY R. BELLO	VISCA, BAYBAY CITY	09292255015												
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>PHOTO</div> <div></div> <div>Right Thumbmark</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>Government Issued ID: PRC ID</div> <div>ID/License/Passport No.: 20-4037878</div> <div>Date/Place of Issuance: 11/12/2022 / TACLOBAN CITY</div>	<div></div> <div>Signature (Sign inside the box) JULY 11, 2025 Date Accomplished</div>													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>Person Administering Oath</div>														