

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	CABIDOG		
FIRST NAME	ANGELICA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CAÑELAS		
3. DATE OF BIRTH (mm/dd/yyyy)	10/24/1994	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	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	BLOCK 7 LOT 4 IVORY ST. House/Block/Lot No. Street LOLITA HOMES SUBDIVISION GUINDAPUNAN Subdivision/Village Barangay PALO LEYTE City/Municipality Province
7. HEIGHT (m)	1.61m	ZIP CODE	6501
8. WEIGHT (kg)	65KG	18. PERMANENT ADDRESS	MALICBALIST. House/Block/Lot No. Street LIBTONG Subdivision/Village Barangay SAN MIGUEL LEYTE City/Municipality Province
9. BLOOD TYPE	AB	ZIP CODE	6518
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121133932880	20. MOBILE NO.	09688795358
12. PHILHEALTH NO.	010519886273	21. E-MAIL ADDRESS (if any)	ANGELICA.CABIDOG24@GMAIL.COM
13. SSS NO.	3448909692		
14. TIN NO.	321163527		
15. AGENCY EMPLOYEE NO.	310137		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CABIDOG		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	KENNETH ELVAN	NAME EXTENSION (JR., SR)	CEBASTIAN KEINHART C. CABIDOG	07/22/2021
MIDDLE NAME	SALOMON			
OCCUPATION	HOUSE HUSBAND			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CAÑELAS			
FIRST NAME	RICKY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	HULAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	DURAN			
FIRST NAME	LILIBETH			
MIDDLE NAME	ADELANTADO			

(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	KAPANGIAN CENTRAL SCHOOL	ELEMENTARY	2001	2006		2006	
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2010		2010	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	COLEGIO DE LA SALLE FONDATION DE TACLOBAN INC.	BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT	2010	2015		2015	
GRADUATE STUDIES	N/A						

SIGNATURE

DATE

August 15, 2024

[illegible]

(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.

[illegible]

SIGNATURE		DATE	08/15/2024
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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]

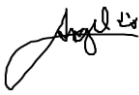
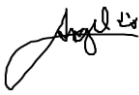
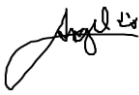
(Continue on separate sheet if necessary)


VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	BARTENDING		MS. COLEGIO DE LA SALLE 2013		PRESIDENT-STUDENT BODY ORGANIZATION 2011-2013
	PLANNING AND COORDINATING SKILLS		MISS VILAHHERMOSA WORLD 2011		SK KAGAWAD
	BASIC CANVA AND VIDEO EDITING				
	BASIC ACCOUNTING SKILLS				
	TECH SAVVY				
	EVENTS MANAGEMENT				
	SCHEDULE MAKING				

Angelica

08/15/2024

<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 checked="" 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">RESIGNATION AND FINISHED CONTRACT</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>CYRILLE NINA LESIGUES</td> <td>V&G SUBDIVISION, TACLOBAN CITY</td> <td>9056694563</td> </tr> <tr> <td>YANA ASTROLOGO</td> <td>QUEZON CITY, MANILA</td> <td>9178677294</td> </tr> <tr> <td>JAY MAYNARD COLLERA</td> <td>TACLOBAN CITY</td> <td>9977001210</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	CYRILLE NINA LESIGUES	V&G SUBDIVISION, TACLOBAN CITY	9056694563	YANA ASTROLOGO	QUEZON CITY, MANILA	9178677294	JAY MAYNARD COLLERA	TACLOBAN CITY	9977001210
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JAY MAYNARD COLLERA	TACLOBAN CITY	9977001210											
<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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: _____</p> <p>ID/License/Passport No.: _____</p> <p>Date/Place of Issuance: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">  </td> </tr> <tr> <td style="text-align: center;"> <p>Signature (Sign inside the box)</p> <p>08/15/2024</p> <p>Date Accomplished</p> </td> </tr> </table>		<p>Signature (Sign inside the box)</p> <p>08/15/2024</p> <p>Date Accomplished</p>										
													
<p>Signature (Sign inside the box)</p> <p>08/15/2024</p> <p>Date Accomplished</p>													
<p style="text-align: center;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 100px; margin: 10px auto; text-align: center; line-height: 100px;"> <p>Person Administering Oath</p> </div>													



PHOTO

Right Thumbmark

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: February 21, 2022- Present
- Position: Customer Support Specialist I
- Name of Office/Unit: Dayforce Managed Enterprise
- Immediate Supervisor: Tanya Ohannessian
- Name of Agency/Organization and Location: Dayforce Philippines Corporation/Bridgetowne Boulevard cor. E. Rodriguez Jr. Avenue, Quezon City

- Summary of Actual Duties

- Responsible for assisting Enterprise (VIP Corporations) Employee regarding their Payroll, Benefits, Taxes, and Employment Records.
- Responsible for answering calls or emails from Managers and Employees of our client companies.
- Serve as their Human Resources Officer/Payroll Officer.
- Create tickets for Employees who need assistance from our Level 2 Departments (i.e. Internal Payroll, Benefits, and Tax)
- Provide timely resolution and updates regarding their issues.
- Responsible for helping Employees and Managers check their timesheets and pay statements for accurate payments.
- Responsible for protecting Employees' confidential information and privacy.
- Data Management

- Duration: June 01, 2017- October 30, 2017
- Position: Secretary
- Name of Office/Unit: DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
- Immediate Supervisor: Niña Balbuena
- Name of Agency/Organization and Location: DILG Office- Municipality of Balangiga, Eastern Samar

- Summary of Actual Duties

- Responsible for printing and dissemination of Memorandums and Code of conducts to The Mayor, Liga President, all Barangay Captains, and the Chief of Police.
- Making sure all documents are received by the said offices and signed.
- Creation of documents needed by the Head of Office.
- Responsible for scheduling meetings and seminars.
- Organizing documents received from other offices and making sure needed documents are signed by the Head of Office.

- Duration: October 20, 2015- May 17, 2017
- Position: F&B Associate/ Cashier
- Name of Office/Unit: Q Kitchen- Food and Beverage Department
- Immediate Supervisor: Arvin Ido
- Name of Agency/Organization and Location: Hotel XYZ, Tacloban City

- Summary of Actual Duties
 - Inputting guest orders into the POS system.
 - Billing out and computing discounts if necessary.
 - Providing change and Official receipts.
 - Responsible for creating a daily sales report and making sure sales of the day is deposited to the accounting vault.
 - Organizing documents received from other departments.
 - Responsible for creating Monthly and Yearly Sales Report Data.



ANGELICA C. CABIDOG

(Signature over Printed Name
of Employee/Applicant)

Date: 08/15/2024