

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	Mellejor			
FIRST NAME	Maria Theresa		N/A	
MIDDLE NAME	Genoso			
3. DATE OF BIRTH (mm/dd/yyyy)	9/30/1991	16. CITIZENSHIP	Filipino	
4. PLACE OF BIRTH	Ormoc City	If holder of dual citizenship, please indicate the details.	Pls. indicate country:	
5. SEX	Female		N/A	
6. CIVIL STATUS	Single			
7. HEIGHT (m)	1.6m	17. RESIDENTIAL ADDRESS	584 Katipunan Street	
8. WEIGHT (kg)	50kg	ZIP CODE	House/Block/Lot No. Street	
9. BLOOD TYPE	B+		Tisa, Labangon	
10. GSIS ID NO.	N/A		Subdivision/Village Barangay	
11. PAG-IBIG ID NO.	121074261926		Cebu, City Cebu	
12. PHILHEALTH NO.	13-050146676-0		City/Municipality Province	
13. SSS NO.	06-3311026-0	18. PERMANENT ADDRESS	Proper 3 Golden Rosary	
14. TIN NO.	320-894-219-000	ZIP CODE	House/Block/Lot No. Street	
15. AGENCY EMPLOYEE NO.	N/A		19. TELEPHONE NO.	N/A
			20. MOBILE NO.	09997149964
			21. E-MAIL ADDRESS (if any)	maris.mellejor91@gmail.com

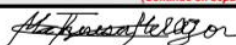
II. FAMILY BACKGROUND

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	N/A	N/A	
MIDDLE NAME	N/A		N/A	
OCCUPATION	N/A		N/A	
EMPLOYER/BUSINESS NAME	N/A		N/A	
BUSINESS ADDRESS	N/A		N/A	
TELEPHONE NO.	N/A		N/A	
24. FATHER'S SURNAME	Mellejor		N/A	
FIRST NAME	Aureo	N/A	N/A	
MIDDLE NAME	Almerol		N/A	
25. MOTHER'S MAIDEN NAME			N/A	
SURNAME	Genoso		N/A	
FIRST NAME	Celerina		N/A	
MIDDLE NAME	Loberiano		(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	LIDE Learning Center, Inc.	ELEMENTARY	1998	2004	N/A	2004	N/A
SECONDARY	LIDE Learning Center, Inc.	HIGH SCHOOL	2004	2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Western Leyte College	BSBA FINANCIAL MANAGEMENT	2008	2012	N/A	2012	Magna Cum Laude
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 21, 2023
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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	December 21, 2023
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[illegible]

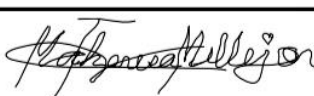
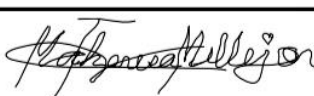

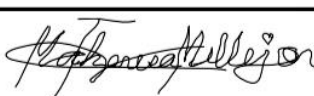
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS AND HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Multi-Cultural Sensitivity	N/A	JUNIOR FINANCIAL MANAGERS ASSOCIATION
Teamwork	N/A	
Interpersonal Skills	N/A	
Detail Oriented	N/A	
Computer Literacy Skills	N/A	
	N/A	
	N/A	

SIGNATURE		DATE	December 21, 2023
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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>No, I'm not related to anyone appointing or recommending authority, or to the person who has immediate supervision in the Office.</p>	<p>If YES, give details: _____</p> <p>_____</p>															
<p>35. a. Have you ever been found guilty of any administrative offense? No, I haven't found guilty of any administrative offense</p> <p>b. Have you been criminally charged before any court? No, I have not been criminally charged</p>	<p>If YES, give details: _____</p> <p>_____</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? No, I have not been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal</p>	<p>If YES, give details: _____</p> <p>_____</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>If YES, give details: I have been separated from the service through resignation to find better opportunities.</p>															
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? No, I have not been a candidate in national or local election held within the last year.</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? No, I have not resigned from the government service to promote local candidate</p>	<p>If YES, give details: _____</p> <p>If YES, give details: _____</p>															
<p>39. Have you acquired the status of an immigrant or permanent resident of another country? No, I have not acquired the status of an immigrant or permanent resident of another country.</p>	<p>If YES, give details (country): _____</p> <p>_____</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? No, I am not a member of any indigenous group</p> <p>b. Are you a person with disability? No, I am not a person with disability</p> <p>c. Are you a solo parent? No, I am not a solo parent</p>	<p>If YES, please specify: _____</p> <p>If YES, please specify ID 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>JOVENAL R. ALESNA</td> <td>Brgy. San Pablo, Ormoc City, Leyte</td> <td>09661383911</td> </tr> <tr> <td>MERRY ANN OREJAS-CAPURAS</td> <td>B4 L19 Lessandra Talamban, Cebu City</td> <td>09461656318</td> </tr> <tr> <td>ROYCE KAY B. ORTEGA</td> <td>584 Katipunan St. Tisa, Cebu City</td> <td>09190641076</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JOVENAL R. ALESNA	Brgy. San Pablo, Ormoc City, Leyte	09661383911	MERRY ANN OREJAS-CAPURAS	B4 L19 Lessandra Talamban, Cebu City	09461656318	ROYCE KAY B. ORTEGA	584 Katipunan St. Tisa, Cebu City	09190641076			
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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</p>																
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<p>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: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>																