

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 (☐ nd 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	MUTIA		
FIRST NAME	IRENE		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	CAAYOHAN		
3. DATE OF BIRTH (mm/dd/yyyy)	12/18/95	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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	MANILA CITY		
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 ZIP CODE	0236 GUIWANON <i>House/Block/Lot No. Street</i> N/A ESPERANZA <i>Subdivision/Village Barangay</i> PILAR CEBU <i>City/Municipality Province</i> 6048
7. HEIGHT (m)	1.57		
8. WEIGHT (kg)	55		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	2005455588		
11. PAG-IBIG ID NO.	121212230277	18. PERMANENT ADDRESS ZIP CODE	0236 GUIWANON <i>House/Block/Lot No. Street</i> N/A ESPERANZA <i>Subdivision/Village Barangay</i> PILAR CEBU <i>City/Municipality Province</i> 6048
12. PHILHEALTH NO.	120515633885		
13. SSS NO.	06-4041551-8		
14. TIN NO.	341-756-282	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	6085382	20. MOBILE NO.	09154502208
		21. E-MAIL ADDRESS (if any)	mutiairene18@gmail.com

II. FAMILY BACKGROUND

22. SPOUSES SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	FIRST NAME	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	MUTIA			
	FIRST NAME	GERARDO		
	MIDDLE NAME	LOBINA		
25. MOTHER'S MAIDEN NAME	ANITA SATORE CAAYOHAN			
	SURNAME	CAAYOHAN		
	FIRST NAME	ANITA		
	MIDDLE NAME	SATORE		

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	ESPERANZA ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	GRADUATED	2008	VALEDICTORIAN
SECONDARY	PILAR NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2008	2012	GRADUATED	2012	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION (MATHEMATICS)	2012	2017	GRADUATED	2017	N/A
GRADUATE STUDIES	PALOMPON INSTITUTE OF TECHNOLOGY	MASTERS IN EDUCATION MAJOR IN MATHEMATICS	2019	2025	GRADUATED	7/17/05	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 7, 2025
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
LET(LICENSURE EXAMINATION FOR TEACHERS)	89.0%	9/24/17	TACLOBAN CITY	1595069	12/18/23

(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	GOV'T SERVICE (Y/ N)
From	To						
6/30/25	PRESENT	TEACHER - III JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	34, 421	13 - 1	REGULAR/PER MANENT	Y
1/1/25	6/29/25	TEACHER - I JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	31, 705	11 - 2	REGULAR/PER MANENT	Y
1/1/24	12/31/24	TEACHER - I JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	30, 024	11 - 2	REGULAR/PER MANENT	Y
1/1/23	12/31/23	TEACHER - I JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	28, 276	11 - 2	REGULAR/PER MANENT	Y
1/1/22	12/31/22	TEACHER - I JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	25, 807	11 - 2	REGULAR/PER MANENT	Y
9/3/21	12/31/21	TEACHER - I JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	24, 253	11 - 2	REGULAR/PER MANENT	Y
1/1/21	9/2/21	TEACHER - I JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	23, 877	11 - 1	REGULAR/PER MANENT	Y
1/1/20	12/31/20	TEACHER - I JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	22, 316	11 - 1	REGULAR/PER MANENT	Y
1/1/19	12/31/19	TEACHER - I JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	20, 754	11 - 1	REGULAR/PER MANENT	Y
9/3/18	12/31/18	TEACHER - I JUNIOR HIGH SCHOOL	DEPARTMENT OF EDUCATION	20, 179	11 - 1	REGULAR/PER MANENT	Y

(Continue on separate sheet if necessary)

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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

(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			
	Division Capacity Building for Teachers in English, Science and Mathematics for Key Stage 3	12/16/24	12/20/24	40.0	TECHNICAL	DEPARTMENT OF EDUCATION
	Three - Day Capability Building and Establishment of GAD Compliant DCP Repair Hub of DepEd Cebu Province (Batch 2)	9/3/24	09/05/204	24	TECHNICAL	DEPARTMENT OF EDUCATION
	Training on the Conduct Cyber Security Awareness and Computer Response Team	3/3/24	3/17/24	24	TECHNICAL	DEPARTMENT OF EDUCATION
	School-Based In-Service Training for Teachers	2/6/23	2/10/23	40	TECHNICAL	DEPARTMENT OF EDUCATION
	Use of Android-Based Electronic Modules and Digitization of Gamified Resources	10/19/22	10/19/22	3	TECHNICAL	DEPARTMENT OF EDUCATION
	TELEVISED VIRTUAL IN-SERVICE TRAINING FOR TEACHERS 3.0	8/8/22	8/11/22	32.0	TECHNICAL	INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE-Educational
	RE - ECHO ON EVENT MANAGEMENT	10/18/21	10/18/21	5	TECHNICAL	DEPARTMENT OF EDUCATION
	VIRTUAL INSERVICE TRAINING FOR PUBLIC SCHOOL TEACHERS	03/15/21	03/19/21	40	TECHNICAL	DEPARTMENT OF EDUCATION
	Three-Day Free International Multidisciplinary Webinar Series on the Use of Technology and Its application in Different Subject Areas	06/30/21	7/2/21	3	TECHNICAL	DEPARTMENT OF EDUCATION
	VIRTUAL INSERVICE TRAINING FOR PUBLIC SCHOOL TEACHERS	03/15/21	03/19/21	40	TECHNICAL	DEPARTMENT OF EDUCATION
	Three-Day Free International Multidisciplinary Webinar Series on the Use of Technology and Its application in Different Subject Areas	06/30/21	7/2/21	3	TECHNICAL	DEPARTMENT OF EDUCATION
	VIRTUAL INSERVICE TRAINING FOR PUBLIC SCHOOL TEACHERS	03/15/21	03/19/21	40	TECHNICAL	DEPARTMENT OF EDUCATION
	WEBINAR SERIES TITLED MATH APPS USING DESMOS AND CASIO EMULATOR CALCULATOR	10/7/20	10/7/20	5	TECHNICAL	DEPARTMENT OF EDUCATION
	WEBINAR SERIES TITLED HOME PRINTING TO BIG PRINTING BUSINESS	07/14/20	07/14/20	3	TECHNICAL	DEPARTMENT OF EDUCATION
	WEBINAR SERIES FOR 3D MODELING AND PRINTING	07/13/20	07/15/20	9	TECHNICAL	DEPARTMENT OF EDUCATION

(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)
	COMPUTER HARDWARE SERVICING				N/A
	KNOWLEDGEABLE IN MICROSOFT OFFICE APPLICATION				
	COOKING				
	BAKING				
	DANCING				
	HOSTING				
	CHOREOGRAHPHING DANCES				

(Continue on separate sheet if necessary)

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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)?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES

☒ NO

If YES, give details:

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?

☐ YES

☒ NO

If YES, give details:

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?

☐ YES

☒ NO

If YES, give details: _____

☐ YES

☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ NO

If YES, give details (country):

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?

☐ YES

☒ NO

If YES, please specify: _____

☐ YES

☒ NO

If YES, please specify ID No: _____

☐ YES

☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ROQUE L. BORINAGA	ESPERANZA, PILAR, CEBU	09063728341
AMEFEL S. FERNANDEZ	UPPER POBLACION PILAR CEBU	09499054372
MANILYN L. ROSALES	BIASONG, PILAR, CEBU	9102050808

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC

ID/License/Passport No.: 1595069

Date/Place of Issuance: TACLOBAN CITY 12/20/2017

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

ID picture taken within the last 6 months
3.5 cm. X 4.5 cm
(passport size)

With full and handwritten
name tag and signature over
printed name

Computer generated
or photocopied picture
is not acceptable

PHOTO

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