

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. ☒ 1. CS ID N (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ARUTA		
FIRST NAME	MAEGANLOU	NAME EXTENSION (LR, SR)	
MIDDLE NAME	ALMANZOR		
3. DATE OF BIRTH (mm/dd/yyyy)	10/16/1996	16. CITIZENSHIP	FLIPINO
4. PLACE OF BIRTH	BASECOPORT AREA, MANILA	If holder of dual citizenship, please indicate the details.	
5. SEX	FEMALE	Pls. indicate country:	
6. CIVIL STATUS	MARRIED	17. RESIDENTIAL ADDRESS	986 REAL House/Block/Lot No. Street Subdivision/Village Barangay BARUGO LEYTE City/Municipality Province
7. HEIGHT (m)	149	ZIP CODE	
8. WEIGHT (kg)	39	18. PERMANENT ADDRESS	986 REAL House/Block/Lot No. Street Subdivision/Village Barangay BARUGO LEYTE City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6519
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAGIBIG ID NO.	12120039445	20. MOBILE NO.	09105898998
12. PHILHEALTH NO.	080514732055	21. E-MAIL ADDRESS (if any)	amaeganlou@yahoo.com
13. SSS NO.	3468009624		
14. TIN NO.	337831889		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ARUTA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANGELO	NAME EXTENSION (LR, SR)	AINSLEY A. ARUTA	7/6/2022
MIDDLE NAME	OPERARIO			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	ALMANZOR			
FIRST NAME	RONNIE	NAME EXTENSION (LR, SR)		
MIDDLE NAME	BAGASBAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAÑEDA			
FIRST NAME	MARIALORNA			
MIDDLE NAME	ARPON			

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	STA. ROSA ELEMENTARY SCHOOL	ELEMENTARY	2004	2009		2009	
SECONDARY	STA. ROSA NATIONAL HIGH SCHOOL	SECONDARY	2009	2013		2013	
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	2013	2017		2017	ALAY-LAKAD
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF LIBRARY AND INFORMATION SCIENCE	2020	PRESNT		PRESNT	

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	August 13, 2023

[illegible]

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

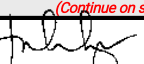
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	August 13, 2023

<i>SIGNATURE</i>		<i>DATE</i>	August 13, 2023
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(Continue)

August 13, 2023

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						
(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			
	2022 PLAI CONGRESS AND GENERAL ASSEMBLY	11/22/2022	11/25/2022	32.0	MANAGERIAL, SUPERVISORY	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	PLAI Congress 2021: OUTcomes. OUTreach. OUTstanding.	11/23/2021	11/26/2021	32.0	MANAGERIAL, SUPERVISORY	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	Orientation for Licensed Librarians, CPD Providers, CPD Monitor on PRC Issuances on CPD (2019-2020)	2/17/2021	2/17/2021	2.0	TECHNICAL	The Professional Regulation Commission Professional Regulatory Board for Librarian
	PLAI Congress 2020: LIBRARIES AS CATALYSTS IN THE NEW NORMAL ENVIRONMENT: CHANGES. REFORMS. TRANSFORMATION*.	11/24/2020	11/27/2020	32.0	MANAGERIAL, SUPERVISORY	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
(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 Skills (Microsoft software, canva, video editing, graphic designing)				Philippine Librarians Association Inc. - Eastern Visayas Regional Librarians	
	Communication and Interpersonal Skills					
	Customer Service Skills (Circulation and information skills)					
	Management Skills (acquisition, cataloging etc.)					
	Analytic thinking skills					
	Research Assistance Skills					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	August 13, 2023	

34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over 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
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:
Resignation

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.
Cornelia Torbeles	Tacloban City	9156518049
Gerick Monta	Tacloban City	9065792669
Eduardo Sta Maria	Tacloban City	9985407451

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:

ID/License/Passport No.

Date/Place of Issuance:

Signature (Sign inside the box)

August 13, 2023

Date Accomplished

PHOTO

MAEGAN IDU C. ALMANZOR

Right Thumbmark

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

Person Administering Oath

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W Edit with WPS Office

Yes/No	Cstat	Gender
Yes	Single	Male
No	Married	Female
	Separated	
	Widowed	

