

CS Form No. 212  
Revised 2017

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	Mejor		
FIRST NAME	Edgardo	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Damalerio		
3. DATE OF BIRTH (mm/dd/yyyy)	12/28/1989	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Sogod, Southern Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input 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	House/Block/Lot No. Street Zone 4 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.61	ZIP CODE	6521
8. WEIGHT (kg)	62		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Zone 4 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	02004967401	ZIP CODE	6521
11. PAG-IBIG ID NO.	916005580107		
12. PHILHEALTH NO.	13-000120163-9		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	439-770-095	20. MOBILE NO.	09380380947
15. AGENCY EMPLOYEE NO.	OSEC-DAB-NETC1-67-2014	21. E-MAIL ADDRESS (if any)	edmejor621@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Mejor		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Sheena	NAME EXTENSION (JR., SR)	Kisses Mendoza Mejor	9/2/2019
MIDDLE NAME	Mendoza			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Mejor			
FIRST NAME	Eufracio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Betarmos			
25. MOTHER'S MAIDEN NAME				
SURNAME	Damalerio			
FIRST NAME	Teresita			
MIDDLE NAME	Berago		(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	Sogod Central School	Primary	1997	1998		1998	N/A
SECONDARY	Bontoc National High School	Secondary	2003	2007		2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	Southern Leyte State University - Bontoc Campus	Bachelor of Science in Information Technology	2007	2011		2011	N/A
GRADUATE STUDIES	Southern Leyte State University - Main Campus	Master of Science in Information Technology	2016	present	36	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/2/2024
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## IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	<b>Career Service Examination (Professional)</b>	<b>80.56</b>	<b>3/26/2023</b>	<b>New Ormoc City National High School, Ormoc City</b>	<b>N/A</b>	<b>N/A</b>
	<b>Career Service Examination (SubProfessional)</b>	<b>80.61</b>	<b>10/13/2013</b>	<b>Saint Joseph College, Maasin City</b>	<b>N/A</b>	<b>N/A</b>

(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]

(Continue on separate sheet if necessary)

SIGNATURE	<i>hney</i>	DATE	8/2/2024
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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&amp;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)

[illegible]

(Continue on separate sheet if necessary)



#### VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>mej</i>	DATE	8/2/2024
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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><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 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Hazel Grace T. Taganas</td> <td>Gabas, Baybay City, Leyte</td> <td>09178628433</td> </tr> <tr> <td>Melinda P. Petalcorin</td> <td>Patag, Baybay City, Leyte</td> <td>09192940544</td> </tr> <tr> <td>Michael P. Buzon</td> <td>San Isidro, Baybay City, Leyte</td> <td>09533505329</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Hazel Grace T. Taganas	Gabas, Baybay City, Leyte	09178628433	Melinda P. Petalcorin	Patag, Baybay City, Leyte	09192940544	Michael P. Buzon	San Isidro, Baybay City, Leyte	09533505329
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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 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: <b>National ID</b></p> <p>ID/License/Passport No.: <b>4390-1320-3412-8560</b></p> <p>Date/Place of Issuance: <b>June 17, 2022/Baybay City, Leyte</b></p>	<p></p> <p>Signature (Sign inside the box)</p> <p><b>8/27/2024</b></p> <p>Date Accomplished</p>												
<p>SUBSCRIBED AND SWORN to before me this <u>2nd</u> day of <u>August</u> 2024, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p><b>ATTY. GOLDY JANE A. PUSA</b></p> <p>Public Attorney I</p> <p>[ Pursuant to R.A. 9406 ]</p> </div> <div style="text-align: center;"> <p></p> <p>Right Thumbmark</p> </div> </div>													

**WORK EXPERIENCE SHEET**

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: November 12, 2015 – present
- Position: Network Controller II
- Name of Office/Unit: Administrative & Finance Unit
- Immediate Supervisor: Michael P. Buzon
- Name of Agency/Organization and Location: Agricultural Training Institute-Regional Training Center 8, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Responsible for maintenance of ICT and audio visual equipment; provides ICT and audio visual services
- Designated Property Custodian
- Performs other related functions

- Duration: July 4, 2012 – November 9, 2015
- Position: Administrative Aide
- Name of Office/Unit: IGP Department
- Immediate Supervisor: Dolores Q. Dulfo
- Name of Agency/Organization and Location: Southern Leyte State University-Bontoc Campus, Bontoc Southern Leyte

- Summary of Actual Duties

- Provides internet cafe services
- Designated Boys Dormitory Attendant
- Performs other related functions

- Duration: July 1, 2011 – June 1, 2012
- Position: Clerk
- Name of Office/Unit: Principal's Office
- Immediate Supervisor: Aura O. Aguilar
- Name of Agency/Organization and Location: Bontoc National High School, Bontoc Southern Leyte

- Summary of Actual Duties

- Responsible for the encoding of office reports and performs other related functions

  
**EDGARDO D. MEJOR**  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 8/2/2024