

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	ORTEGA		
FIRST NAME	MARIA JAVA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABELLANA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/11/1992	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	PARAÑAQUE 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street STA. CRUZ Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.53m	ZIP CODE	6521
8. WEIGHT (kg)	85.5kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street STA. CRUZ Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-4418-2416		
12. PHILHEALTH NO.	13-025525485-6		
13. SSS NO.	34-8202038-8	19. TELEPHONE NO.	N/A
14. TIN NO.	356-230-892	20. MOBILE NO.	0906-9046-182 / 0947-667-3280
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	mariajavaortega1211@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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ORTEGA			
FIRST NAME	BENITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CANO			
25. MOTHER'S MAIDEN NAME				
SURNAME	AVELLANA			
FIRST NAME	LOLITA			
MIDDLE NAME	DELANTAR		(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	Franciscan College of the Immaculate Conception	Grade 1 - 6	1999	2005		2005	Honorable Mention
SECONDARY	Araullo High School	1st - 4th year Highschool	2005	2009		2009	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	
COLLEGE	Adamson University Philippine Christian University - Manila	Bachelor of Science in Accountancy	2012	2018		2018	
GRADUATE STUDIES	N/A	N/A	N/A	N/A		N/A	

(Continue on separate sheet if necessary)


SIGNATURE		DATE	
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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.

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[illegible]

SIGNATURE		DATE	
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the program	
2. Description of the program	
3. Date of attendance	
4. Location of the program	
5. Duration of the program	
6. Key topics covered	
7. Key takeaways	
8. Other relevant information	

[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	
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DATE \_\_\_\_\_



# 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: March 11, 2019 – present
- Position: Accounting Assistant
- Name of Office/Unit: Administrative/Accounting Department
- Immediate Supervisor: Anna Grace Monte / Salvio Cantiga
- Name of Agency/Organization and Location: DBSN Farms Agriventures Corp., Albuera, Leyte
- Summary of Actual Duties
  - Management of petty cash transactions.
  - Controlling credit and ensuring debtors pay on time.
  - Reconciliation of direct debits and finance accounts.
  - Ensuring all payments amounts & records are accurate.
  - Preparation of statutory accounts.
  - Working with journals, sales & purchase ledgers and spreadsheets.
  - Sorting out incoming and outgoing daily post and answering any queries.
  - Responsible in checking payroll accounts.
  - Updating paperwork, maintaining documents and word processing
  - Performing general office clerk duties and errands.

Maria Tania Ortega  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: \_\_\_\_\_