CS Form No. 212 Revised 2017						
	PERSO	NAL DATA	A SH	EET		
WARNING: Any misrepresenta	ntion made in the Personal Data Sheet and the	Work Experience Sheet shall	cause the fili	ng of administrative/crim	ninal case/s agair	nst the person
concerned.	TO FILLING OUT THE PERSONAL DATA SHEE					
	s ( ) and use separate sheet if necessary. Indicate			1. CS ID No.		(Do not fill up. For CSC use only)
I. PERSONAL INFORMATIO	ON					
2. SURNAME	ORTEGA					
FIRST NAME	MARIA JAVA			N	AME EXTENSION (JR.,	SR)
MIDDLE NAME	ABELLANA					
DATE OF BIRTH     (mm/dd/yyyy)	12/11/1992	16. CITIZENSHIP		✓ Filipino	Dual Citizenship	
(Nationalyyyy)				C mpno L	by birth	by naturalization
4. PLACE OF BIRTH	PARAÑAQUE CITY	If holder of dual citizens	ship,		Pls. indicate con	untry:
5. SEX	☐ Male ☑ Female	please indicate the det	tails.			_
6 CIVIL STATUS	Single Married	17. RESIDENTIAL ADDRESS	Hou	- Disald at No		Olmot
	Widowed Separated Other/s:			se/Block/Lot No.		Street STA. CRUZ
7 UEIOUT (m)			Sub	odivision/Village BAYBAY		Barangay LEYTE
7. HEIGHT (m)	1.53m		Ci	ty/Municipality	Province	
8. WEIGHT (kg)	85.5kg	ZIP CODE			6521	
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	Hou	se/Block/Lot No.		Street
10. GSIS ID NO.	N/A			division/Village		STA. CRUZ Barangay
11. PAG-IBIG ID NO.	1212-4418-2416			BAYBAY		EYTE
12. PHILHEALTH NO.	13-025525485-6	ZIP CODE	CA	ty/Municipality 6521		Province
13. SSS NO.	34-8202038-8	19. TELEPHONE NO.		1020	N/A	
14. TIN NO.	356-230-892	20. MOBILE NO.		0906-9046-182 / 0947-667		
	370-230-032					
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)		mariajavaortega	a1211@gma	il.com
II. FAMILY BACKGROUND				经基本证明 计分类 经		
22. SPOUSE'S SURNAME	N/A	NAME EXTENSION (JR., SR)	23. NAME of CHIL	LDREN (Write full name and list	t all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME				N/A	-	
MIDDLE NAME						
OCCUPATION						
EMPLOYER/BUSINESS NAME						V
BUSINESS ADDRESS						
TELEPHONE NO.	ORTEGA					
24. FATHER'S SURNAME		NAME EXTENSION (JR., SR)				
FIRST NAME	BENITO					
MIDDLE NAME	CANO					
25. MOTHER'S MAIDEN NAME						
SURNAME	AVELLANA					
FIRST NAME	LOLITA					

MIDDLE NAME DELANTAR		(Continue on separate sheet if necessary)					
(GROUND							
NAME OF SCHOOL (Wide in full)	BASIC EDUCATION/DEGREE/COURSE	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS	
		From	То	(if not graduated)		RECEIVED	
Franciscan College of the Immaculate Conception	Grade 1 - 6	1999	2005	*	2005	Honarable Mention	
Araulio High School	1st - 4th year Highschool	2005	2009		2009		
N/A	N/A	N/A	N/A		N/A		
Adamson University Philippine Christian University - Manila	Bachelor of Science in Accountancy	2012	2018		2018		
N/A	N/A	N/A	N/A		N/A		
	NAME OF SCHOOL (Write in full)  Franciscan College of the Immaculate Conception  Araullo High School  N/A  Adamson University Philippine Christian University - Manila	NAME OF SCHOOL (Write in full)  Franciscan College of the Immaculate Conception  Araullo High School  N/A  Adamson University Christian University - Manila  BASIC EDUCATION/DEGREE/COURSE (Write in full)  Basic EDUCATION/DEGREE/COURSE (Write in full)  Franciscan College of the Immaculate Conception  Grade 1 - 6  1st - 4th year Highschool  N/A  Bachelor of Science in Accountancy	NAME OF SCHOOL (Write in full)  From  Franciscan College of the Immaculate Conception  Araullo High School  N/A  Adamson University Christian University - Manila  PERIOD OF (Write in full)  BASIC EDUCATION/DEGREE/COURSE (Write in full)  From  1999  Araullo High School  1st - 4th year Highschool  N/A  N/A  N/A  Bachelor of Science in Accountancy  2012	NAME OF SCHOOL (Write in full)  From To  Franciscan College of the Immaculate Conception  Araullo High School  N/A  Adamson University Christian University - Manila  PERIOD OF ATTENDANCE (Write in full)  From To  1999 2005  1st - 4th year Highschool  N/A  N/A  N/A  N/A  Bachelor of Science in Accountancy  2012 2018	NAME OF SCHOOL (Write in full)    Period Of Attendance (Write in full)   Period Of Attendance (Write in full)   Period Of Attendance (If not graduated)	NAME OF SCHOOL (Write in full)  BASIC EDUCATION/DEGREE/COURSE (Write in full)  From To  Franciscan College of the Immaculate Conception  Grade 1 - 6  Araullo High School  N/A  N/A  N/A  Adamson University Christian University - Manila  BASIC EDUCATION/DEGREE/COURSE (Write in full)  PERIOD OF ATTENDANCE UNITS EARNED (If not graduated)  From To  1999  2005  2005  AVA  N/A  N/A  N/A  N/A  N/A  N/A  N/A	

SIGNATURE

DATE

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	RVICE ELIGI							LICENSE (if ap	policable
	SPECIAL LAV	080 (BOARD/ BAR) UNDER VS/ CES/ CSEE TY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT  8 Conception Integrated School (Secondary Level)			NUMBER	Date of Validity
Career Ser		ion Pen & Paper Test	80.08	November 18, 2018					
	(Profession	ai Levei)						- Sec. 1	
				-					
							11		
	^								
u waru	VIII PAUL VOIC		(0	ontinue on separate sheet	t if necessary)				Mes in a valor
	XPERIENCE ite employmer	nt. Start from your recent	work) Descriptic	on of duties should b	e indicated in the attached	d Work Expe	erience sheet.		
28. INCLU	SIVE DATES	POSITION T			ENCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if	STATUS OF	GOVT
(Write in full/Do no				ill/Do not abbreviate)	SALARY	applicable)& STEP (Format "00-0")/ INCREMENT	APPOINTMENT	SERVICE (Y/ N)	
From 03/44/2049	To	Association	eeitant	DRSN Forme	DBSN Farms Agriventures Corp		The second second	Regular	N
03/11/2019	02/29/2024	Accounting A	asitatil	DOSN FAITHS	Agriventures corp			Negulai	- "
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SIGNA	TURE		7	7	IDATE		CS	S FORM 212 (Revised 2	2017), Page 2 of
		//	,					11 to 10 to	

29. NAME & ADDRESS OF (Write in the control of the	ORGANIZATION	INCLUSIVE (mm/dd/	E DATES	NUMBER OF HOURS	nel migra	POSITION / NATURE OF WORK
N/A		From N/A	N/A			N/A
N/A			rates	+		
				1		
	v					
						4
	(Conti	inue on separate s	heet if necessary	)		
VII. LEARNING AND DEVELOPMENT (L&	D) INTERVENTIONS/TRAINING PR	OGRAMS AT	TENDED			
30. TITLE OF LEARNING AND DEVELOPMENT IN		INCLUSIVE ATTEND	DANCE	NUMBER OF HOURS	Type of LD ( Managerial/	CONDUCTED/ SPONSORED BY
(Write in		(mm/dd	tl/yyyy) To		Supervisory/ Technical/etc)	(Write in full)
Start It Right: A Seminar on Basic Pay Standard	roll Tax and Updates in Labor	11/08/2019	11/08/2019		Technical	Philippine Institute of Certified Public Accountants, Inc
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	(Cont	tinue on separate s	heet if necessary	V)		
VIII. OTHER INFORMATION		ACADEMIC DISTIN	CTIONS / PECOS	SNITION		MEMBERSHIP IN ASSOCIATION/ORGANIZATION
31. SPECIAL SKILLS and HOBBIES	32. NON-		in full)		and n	33. (Write in full)
N/A	-	N/A				N/A
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			27.11 	TA.		
	onto- William	H HAYDAY CALY	ASSESSED OF THE	ANC See		
		nter <sup>1</sup>		119		
		of the state of the		-A14 97563		
	-	unue on separate s		y)	ATÉ	
SIGNATURE				DA		_

34.	Are you related by consanguinity or affinity to the appointing or recommending authoricities of bureau or office or to the person who has immediate supervision over you in Bureau or Department where you will be apppointed,		
	a. within the third degree?		YES VNO
	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?		YES NO If YES, give details:
	b. Have you been criminally charged before any court?		If 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 any court or tribunal?	e or regulation by	☐ YES ☑ NO If YES, give details:
37.	Have you ever been separated from the service in any of the following modes: resign dropped from the rolls, dismissal, termination, end of term, finished contract or phase the public or private sector?	ed out (abolition) in	YES NO If YES, give details: Sale and transfer of ownership
38.	a. Have you ever been a candidate in a national or local election held within the last Barangay election)?	year (except	☐ YES
	b. Have you resigned from the government service during the three (3)-month period election to promote/actively campaign for a national or local candidate?	before the last	☐ YES ☑ NO If YES, give details:
39.	Have you acquired the status of an immigrant or permanent resident of another coun	ntry?	☐ YES ☑ NO If YES, give details (country):
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Peand (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following ite		
a.	Are you a member of any indigenous group?		☐ YES ☐ NO If YES, please specify:
b.	Are you a person with disability?		YES NO If YES, please specify ID No:
C.	Are you a solo parent?		☐ YES ☑ NO If YES, please specify ID No:
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
	NAME ADDRE	ESS	TEL. NO.
	Sophia Noreene A. Oñate Palompon		0917-103-9176
	Anna Grace M. Monte Ormoc, L	Leyte	0977-820-5581
	Salvio B. Cantiga Jr Albuera,	Leyte	0926-294-9519
42.	I declare under oath that I have personally accomplished this Personal Data S complete statement pursuant to the provisions of pertinent laws, rules and re Philippines. I authorize the agency head/authorized representative to verify/validate agree that any misrepresentation made in this document and its attachmadministrative/criminal case/s against me.	egulations of the the contents state	Republic of the ed herein.
P	Sovernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance  Sovernment Issued ID: Philippine Identification Card	9	
ID	D/License/Passport No.: 5283-2597-80560-3490	ature (Sign inside the b	pox)
D	ate/Place of Issuance: 10/25/2021	Date Accomplished	Right Thumbmark
	SUBSCRIBED AND SWORN to before me this FEB 0 5 202		ting his/her validly issued government ID as indicated above.
	and Albyera, Leyte NC No. B-23-01-01 R. Mackayayayayayayayayay	until December 31	2094
	IBP NJ. 13:010/Pax	The Jack City, Li	eyte 23
1	Compresson	Mountains call a	
-		li .	CS FORM 212 (Revised 2017), Pag

## 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.

(Signature over Printed Name of Employee/Applicant)

Date:			