

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	OLLERAS		
FIRST NAME	MERZETH BLAIRE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BALEOS		
3. DATE OF BIRTH (mm/dd/yyyy)	6/8/1994	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	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details:	
5. SEX	<input type="checkbox"/> Male <input checked="" 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 CANDADAM Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6521
8. WEIGHT (kg)	58		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Street CANDADAM Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005478352	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-8878-8555		
12. PHILHEALTH NO.	13-050189645-5		
13. SSS NO.	06-3902158-6	19. TELEPHONE NO.	NONE
14. TIN NO.	492-849-537	20. MOBILE NO.	0968-549-7942
15. AGENCY EMPLOYEE NO.	18k0025	21. E-MAIL ADDRESS (if any)	blairebaleos@yahoo.com / blairebaleos@gmail.com


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	OLLERAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANDY	NAME EXTENSION (JR., SR)	REIGNETTE KARA B. OLLERAS	9/22/2020
MIDDLE NAME	TEROL			
OCCUPATION	CIVIL ENGINEER			
EMPLOYER/BUSINESS NAME	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS-FIFTH DEO			
BUSINESS ADDRESS	BRGY. HIPUSNGO, BAYBAY CITY, LEYTE			
TELEPHONE NO.	(053) 335-2503			
24. FATHER'S SURNAME	BALEOS			
FIRST NAME	JULIAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BALDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANAGBANAG			
FIRST NAME	PORFERIA			
MIDDLE NAME	GUINOCOR		(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	BAYBAY I NORTH CENTRAL SCHOOL		2000	2006		2006	WITH HONORS
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, INC.		2006	2010		2010	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES (formerly SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.)	BACHELOR OF SCIENCE IN ACCOUNTANCY	2010	2015		2015	CUM LAUDE
	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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>ptabaler</i>	DATE	
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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
		From	To	
	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			
	GOVERNMENT FINANCIAL MANAGEMENT INNOVATORS CIRCLE (GFMIC) 2021 WEBINAR SERIES II (REVISED CHART OF ACCOUNTS FOR GOVERNMENT AGENCIES)	04/27/2021	04/27/2021	4	Technical	GOVERNMENT FINANCIAL MANAGEMENT INNOVATORS CIRCLE (GFMIC)
	IMPLEMENTATION TRAINING OF COAs ENGAS & EBUDGET VERSION 2.1 (UACS/Prexc Complaint Version)	8/13/2018	8/18/2018	48	Technical	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - REGIONAL OFFICE VIII
	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA) 72nd ANNUAL NATIONAL CONVENTION	11/22/2017	11/25/2017	31	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA)
	ANNUAL CONVENTION-SEMINAR OF THE ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP), INC.	10/18/2017	10/21/2017	29	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)
	IT TRAINING ON WINDOWS 8 AND MS OFFICE 2013: OVERVIEW AND UPDATES	05/11/2016	05/13/2016	24	Technical	LEYTE FIFTH DISTRICT ENGINEERING OFFICE, BAYBAY CITY, LEYTE
	SEMINAR ON PUBLIC ACCOUNTABILITY AND ANTI-GRAFT AND CORRUPT PRACTICES ACT	05/06/2016	05/06/2016	8	Managerial	LEYTE FIFTH DISTRICT ENGINEERING OFFICE, BAYBAY CITY, LEYTE
	THE EMPOWERED GRADUATES: A SEMINAR SERIES	3/4/2015	3/4/2015	8	Managerial	SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.
	ADVANCED ACCOUNTING UPDATES	2/14/2015	2/14/2015	8	Technical	JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	BUSINESS POLICY AND STRATEGY FORMULATION	1/24/2015	1/24/2015	8	Managerial	SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.
	PFRS UPDATES	8/24/2014	8/24/2014	8	Technical	JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	UPDATES ON PHILIPPINE STANDARDS ON AUDITING, BOARD OF ACCOUNTANCY UPDATES & NEW CODE OF ETHICS"	8/23/2014	8/23/2014	8	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	TAXATION UPDATES FOR PROFESSIONAL	7/25/2014	7/25/2014	8	Technical	SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.
	SEMINAR ON REPUBLIC ACT NO. 7394: "THE CONSUMER ACT OF THE PHILIPPINES"	2/16/2014	2/16/2014	8	Technical	DEPARTMENT OF TRADE & INDUSTRY

(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)
	PLAYS VIOLIN		N/A		PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA)
					ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)


(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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>JESSA BELLA A. CABILIN, CPA</td> <td>BIGA-A, NAVAL, BILIRAN</td> <td>0935-5952-110</td> </tr> <tr> <td>ENGR. ARVIN JAY B. SANCHEZ</td> <td>BAYBAY CITY, LEYTE</td> <td>0998-089-7874</td> </tr> <tr> <td>RONAN F. GLORIA, CPA</td> <td>BAYBAY CITY, LEYTE</td> <td>0926-526-5753</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JESSA BELLA A. CABILIN, CPA	BIGA-A, NAVAL, BILIRAN	0935-5952-110	ENGR. ARVIN JAY B. SANCHEZ	BAYBAY CITY, LEYTE	0998-089-7874	RONAN F. GLORIA, CPA	BAYBAY CITY, LEYTE	0926-526-5753
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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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>PRC ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0164981</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>10/27/2015</td> </tr> </table>	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	ID/License/Passport No.:	0164981	Date/Place of Issuance:	10/27/2015	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom;"> <p style="text-align: center;">Signature (Sign inside the box)</p> <p style="text-align: center;">Date Accomplished</p> </td> </tr> </table>	<p style="text-align: center;">Signature (Sign inside the box)</p> <p style="text-align: center;">Date Accomplished</p>	
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<p>SUBSCRIBED AND SWORN to before me this <u>FEB 15 2020</u> at <u>NOTARY, EDEN B. CHAVEZ-BUTAWAN</u></p> <p style="text-align: right;">affiant exhibiting his/her validly issued government ID as indicated above.</p> <p style="text-align: center;">Notary Public for the Province of Leyte N.C. No. D-12-01-04, February 6, 2019 Until December 31, 2020 R. Magsaysay Avenue, Baybay City, Leyte PTR No. 3753474-01/02/20 IBP No. 105301-01/07/20 TIN No. 207-638-029</p> <p style="text-align: center;">Person Administering Oath: MCLE Compliance Officer</p>													



PHOTO



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