

# 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                    | RAYMUNDO  |   |  |
| FIRST NAME                    | MARY JOY  | NAME EXTENSION (JR., SR)                                    |  |
| MIDDLE NAME                   | BATICAN   |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | DECEMBER 25, 1998   | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | ALBUERA, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | BILWANG<br>House/Block/Lot No. Street<br>POBLACION<br>Subdivision/Village Barangay<br>ALBUERA LEYTE<br>City/Municipality Province  |
| 7. HEIGHT (m)                 | 1.59 cm   | ZIP CODE  | 6542   |
| 8. WEIGHT (kg)                | 41 kg   |   |  |
| 9. BLOOD TYPE                 | N/A   | 18. PERMANENT ADDRESS                                       | BILWANG<br>House/Block/Lot No. Street<br>POBLACION<br>Subdivision/Village Barangay<br>ALBUERA LEYTE<br>City/Municipality Province  |
| 10. GSIS ID NO.               | N/A   | ZIP CODE  | 6542   |
| 11. PAG-IBIG ID NO.           | 121327810993  |   |  |
| 12. PHILHEALTH NO.            | 13-025584695-8  | 19. TELEPHONE NO.   | N/A  |
| 13. SSS NO.                   | N/A   | 20. MOBILE NO.  | 09067819796  |
| 14. TIN NO.                   | 638-777-437-00000   | 21. E-MAIL ADDRESS (if any)                                 | <a href="mailto:maryjoyraymundo25@gmail.com">maryjoyraymundo25@gmail.com</a>   |
| 15. AGENCY EMPLOYEE NO.       | N/A   |   |  |

## II. FAMILY BACKGROUND

|                          |                          |   |                            |
|--------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     |                          | 23. NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              |                          |   |                            |
| OCCUPATION               |                          |   |                            |
| EMPLOYER/BUSINESS NAME   |                          |   |                            |
| BUSINESS ADDRESS         |                          |   |                            |
| TELEPHONE NO.            |                          |   |                            |
| 24. FATHER'S SURNAME     | CABULONG                 |   |                            |
| FIRST NAME               | MARIO CRISTON            | NAME EXTENSION (JR., SR)                            |                            |
| MIDDLE NAME              | DIVINA                   |   |                            |
| 25. MOTHER'S MAIDEN NAME |                          |   |                            |
| SURNAME                  | RAYMUNDO                 |   |                            |
| FIRST NAME               | RONALLE                  |   |                            |
| MIDDLE NAME              | BATICAN                  |   |                            |

(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                | ALBUERA NORTH CENTRAL SCHOOL                   |  | 2006                 | 2012 |  | 2012           |                                       |
| SECONDARY                 | SEGUINON NATIONAL HIGH SCHOOL                  | ACCOUNTANCY, BUSINESS AND MANAGEMENT             | 2012                 | 2018 |  | 2018           |                                       |
| VOCATIONAL / TRADE COURSE |  |  |                      |      |  |                |                                       |
| COLLEGE                   | EASTERN VISAYAS STATE UNIVERSITY- ORMOC CAMPUS | BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE | 2018                 | 2022 |  | 2022           | CUMLAUDE                              |
| GRADUATE STUDIES          |  |  |                      |      |  |                |                                       |

(Continue on separate sheet if necessary)

|           |  |      |                   |
|-----------|--|------|-------------------|
| SIGNATURE |  | DATE | DECEMBER 20, 2023 |
|-----------|--|------|-------------------|

[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)

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| <i>SIGNATURE</i> |  | <i>DATE</i> | <i>DECEMBER 20, 2023</i> |
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| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S |  |  |  |                 |   |  |
|---|--|--|--|-----------------|---|--|
| 29.   | NAME & ADDRESS OF ORGANIZATION<br>(Write in full)                                    | INCLUSIVE DATES<br>(mm/dd/yyyy)                  |  | NUMBER OF HOURS | POSITION / NATURE OF WORK                                     |  |
|   |  | From   | To   |                 |   |  |
|   | N/A  | N/A  | N/A  | N/A             | N/A   |  |
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| VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED                    |  |  |  |                 |   |  |
| 30.   | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS<br>(Write in full) | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |  | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full) |
|   |  | From   | To   |                 |   |  |
|   | N/A  | N/A  | N/A  | N/A             | N/A   | N/A  |
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| VIII. OTHER INFORMATION   |  |  |  |                 |   |  |
| 31.   | SPECIAL SKILLS and HOBBIES   | 32.  | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33.             | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full)     |  |
|   | READING  |  | N/A  |                 | N/A   |  |
|   | DESIGNING  |  |  |                 |   |  |
|   |  |  |  |                 |   |  |
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| (Continue on separate sheet if necessary)   |  |  |  |                 |   |  |
| SIGNATURE   |  |  |  | DATE            | DECEMBER 20, 2023   |  |

| <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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>LORRAINE CRISTY E. CENIZA</td> <td>ALBUERA, LEYTE</td> <td>9169553182</td> </tr> <tr> <td>JAICA TOMOL DE GUZMAN</td> <td>ALBUERA, LEYTE</td> <td>9396440495</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> |   | NAME       | ADDRESS  | TEL. NO. | LORRAINE CRISTY E. CENIZA | ALBUERA, LEYTE | 9169553182               | JAICA TOMOL DE GUZMAN | ALBUERA, LEYTE          | 9396440495     |   |                                 |                   |                   |
| NAME  | ADDRESS   | TEL. NO.   |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| LORRAINE CRISTY E. CENIZA   | ALBUERA, LEYTE  | 9169553182 |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| JAICA TOMOL DE GUZMAN   | ALBUERA, LEYTE  | 9396440495 |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
|   |   |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| <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>NATIONAL ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>4356-4795-8904-2871</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>ALBUERA, LEYTE</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:     | NATIONAL ID    | ID/License/Passport No.: | 4356-4795-8904-2871   | Date/Place of Issuance: | ALBUERA, LEYTE | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 60px; vertical-align: bottom;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">DECEMBER 20, 2023</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table> | Signature (Sign inside the box) | DECEMBER 20, 2023 | Date Accomplished |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  |   |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| PLEASE INDICATE ID Number and Date of Issuance  |   |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| Government Issued ID:   | NATIONAL ID   |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| ID/License/Passport No.:  | 4356-4795-8904-2871   |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| Date/Place of Issuance:   | ALBUERA, LEYTE  |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| Signature (Sign inside the box)   |   |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| DECEMBER 20, 2023   |   |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| Date Accomplished   |   |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |
| <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>   |   |            |  |          |                           |                |                          |                       |                         |                |   |                                 |                   |                   |

ID picture taken within the last 6 months  
4.5 cm. X 3.5 cm  
(passport size)

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark