

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	Diagro- Geronimo		
FIRST NAME	Mary Jane	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Fernandez		
3. DATE OF BIRTH (mm/dd/yyyy)	10/19/1987	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	Tacloban 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.524	17. RESIDENTIAL ADDRESS	Kalipayan
8. WEIGHT (kg)	50		House/Block/Lot No. Street
9. BLOOD TYPE	O		Molave 62-B
10. GSIS ID NO.	LP02004874626		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1210-7053-4828		Tacloban Leyte
12. PHILHEALTH NO.	01-050886142-2	City/Municipality Province	
13. SSS NO.	34-1837451-6	ZIP CODE	6500
14. TIN NO.	307-845-598-000	18. PERMANENT ADDRESS	n/a
15. AGENCY EMPLOYEE NO.	11021706	19. TELEPHONE NO.	n/a
		20. MOBILE NO.	+639812234713
		21. E-MAIL ADDRESS (if any)	maryjane.diagro.cpa.id@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Geronimo		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Guilian	NAME EXTENSION (JR., SR)	Giorgetto Emmanuele Diagro Geronimo	May 15, 2023
MIDDLE NAME	Capistrano		n/a	n/a
OCCUPATION	n/a		n/a	n/a
EMPLOYER/BUSINESS NAME	n/a		n/a	n/a
BUSINESS ADDRESS	n/a		n/a	n/a
TELEPHONE NO.	n/a		n/a	n/a
24. FATHER'S SURNAME	Diagro		n/a	n/a
FIRST NAME	Manuel	NAME EXTENSION (JR., SR)	n/a	n/a
MIDDLE NAME	Nemeno		n/a	n/a
25. MOTHER'S MAIDEN NAME	Maria Leonor Fernandez		n/a	n/a
SURNAME	Diagro		n/a	n/a
FIRST NAME	Maria		n/a	n/a
MIDDLE NAME	Fernandez		(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	Rizal Central School	Elementary	June 1994	March 2000	N/A	2000	with honors
SECONDARY	Leyte National High School	High School	June 2000	March 2004	N/A	2004	with honors
VOCATIONAL /	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	University of the Philippines	B.S. in Accountancy	June 2004	April 2009	N/A	2009	college scholar
GRADUATE STUDIES	Arellano Law School	Juris Doctor	January 2017	November 2020	N/A	2020	N/A

(Continue on separate sheet if necessary)

SIGNATURE	Mary Jane F. Diagro	DATE	July 20, 2023
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Certified Public Accountant	81.29%	06/16/2010	UE Manila	0132398	October 19, 2024
Philippine Bar (Lawyer)	76.11%	May 2, 2023	PICC Manila	85439	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE  (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY  (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
November 2, 2017	Present	Accountant II	Center for International Trade Expositions and Missions	P38,000	10	Permanent	Yes
February 6, 2017	November 1, 2017	SP- Accountant	Center for International Trade Expositions and Missions	P28,965.52	N/A	Service Provider	No
July 1, 2015	September 30, 2016	Accountant II	City Government of Makati	P26,878	SG16	Contractual	Yes
October 3, 2012	June 30, 2014	Accountant III	PITC Pharma, Inc.	P22,000	N/A	Regular	Yes
July 5, 2010	November 30, 2011	Audit Staff	Reyes Tacandong & Co.	P15,000	N/A	Regular	No
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	Maryjam F. Liago	DATE	July 20, 2023
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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	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	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 Procurement Reform Act (R.A. 9184)	March 8, 2021	March 12, 2021	19.50	Technical	Government Procurement Policy Board (GPPB) in coordination with CITEM
Climate Change Expenditure Tagging (CCET) Deep Dive Session	February 11, 2021	February 11, 2021	8.00	Technical	Climate Change Commission
Orientation on The Guidelines on The Issuance and/or Reinstitution of Permits and Licenses Under The "New Normal"	December 2, 2020	December 2, 2020	4.00	Technical	Anti-Red Tape Authority (ARTA)
Workshop on Full PFRS	November 14, 2019	November 14, 2019	8.00	Technical	Philippine Institute of Certified Public Accountants (PICPA)
Public Attorney's Office On-the-Job Training	January 21, 2019	May 28, 2019	250.00	Technical	Public Attorney's Office (PAO)
PAGBA Quarterly Seminar and Meeting with the theme: "ASEAN Integration and Public Financial Management Reforms Towards Sustainable Shared Growth"	November 21, 2018	November 24, 2018	32.00	Mixed	Philippine Association for Government Budget Administration (PAGBA), Inc.
The Philippine Public Sector Accounting Standards (PPSAS)	August 6, 2018	August 10, 2018	40.00	Technical	Commission on Audit
The Government Association of Certified Public Accountants, Inc. (GACPA) Conference Seminar	July 19, 2018	July 19, 2018	8.00	Technical	The Government Association of Certified Public Accountants, Inc. (GACPA)
Risk Management	March 13, 2018	March 15, 2018	24.00	Technical	Association of Government Internal Auditors, Inc. (AGIA)
Seminar on Tax Reform for Acceleration and Inclusion (TRAIN) Law	February 13, 2018	February 13, 2018	4.00	Technical	Bureau of Internal Revenue- Pasay
Corporate Governance and Ethical Dilemmas	December 19, 2017	December 19, 2017	8.00	Technical	Philippine Institute of Certified Public Accountants (PICPA)
Government Procurement Reform Act (R.A. 9184) and its IRR and Updates	May 10, 2017	May 12, 2017	24.00	Technical	Association of Government Internal Auditors, Inc. (AGIA)
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

(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)
Reading	CAT Battalion Commander	Philippine Institute of Certified Public Accountants
Joining Social Activities	NA	N/A


(Continue on separate sheet if necessary)

SIGNATURE	Mary Jane F. Liago	DATE	July 20, 2023
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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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: <b>resignation</b> _____</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 style="text-align: center;"><b>Ma. Liza Miscala-Jorda</b></td> <td style="text-align: center;"><b>1446 Sto. Nino Tanauan, Leyte</b></td> <td style="text-align: center;"><b>9177974935</b></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	<b>Ma. Liza Miscala-Jorda</b>	<b>1446 Sto. Nino Tanauan, Leyte</b>	<b>9177974935</b>						
NAME	ADDRESS	TEL. NO.											
<b>Ma. Liza Miscala-Jorda</b>	<b>1446 Sto. Nino Tanauan, Leyte</b>	<b>9177974935</b>											
<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>													

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	
PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID: <b>GSIS Umid</b>	
ID/License/Passport No.: <b>LP02004874626</b>	
Date/Place of Issuance: <b>Metro Manila</b>	


Signature (Sign inside the box)
July 20, 2023
Date Accomplished



**DIAGRO, MARY JANE F.**

<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p>	<p>Right Thumbmark</p>

<p>Person Administering Oath</p>