

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	VINCENT		
FIRST NAME	MEJIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	JOMOC		
3. DATE OF BIRTH (mm/dd/yyyy)	03/10/2002	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
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	CENTRO
7. HEIGHT (m)	1.64	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	55		JAENA
9. BLOOD TYPE	B+		Subdivision/Village Barangay
10. GSIS ID NO.			BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	121349198493		City/Municipality Province
12. PHILHEALTH NO.	13-250358234-5	ZIP CODE	6521
13. SSS NO.	06-4945829-1	18. PERMANENT ADDRESS	CENTRO
14. TIN NO.	656445811	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.			JAENA
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
		ZIP CODE	6521
19. TELEPHONE NO.			
20. MOBILE NO.	09094902738		
21. E-MAIL ADDRESS (if any)	vincentmejia0808@gmail.ccom		

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	MEJIA			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RAPAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	JOMOC			
FIRST NAME	VIRGENITA			
MIDDLE NAME	GOMEZ		(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	JAENA ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	JUNE 2, 2008	MARCH 28, 2014		2014	CLASS VALEDICTORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SCIENCE TECHNOLOGY ENGINEERING AND MATHEMATICS	JUNE 9, 2014	APRIL 27, 2018		2018	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	BAYBAY CITY SENIOR HIGH SCHOOL	ACCOUNTANCY BUSINESS AND MANAGEMENT	JULY 23, 2018	MARCH 20, 2020		2020	WITH HIGH HONORS
COLLEGE	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	BACHELOR OF SCIENCE IN BIOTECHNOLOGY MAJOR IN INDUSTRIAL BIOTECHNOLOGY	SEPT. 23, 2020	AUG. 7, 2024		2024	CUM LAUDE
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 4, 2025
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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		
VSU BIOTECHNOLOGICAL SOCIETY	2020	2024	4 YEARS	MEMBER
ACCOUNTANCY, BUSINESS AND MANAGEMENT (ABM) SOCIETY	2019	2020	1 YEAR	GRADE 12 - REPRESENTATIVE

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]



separate sheet if necessary)

## VIII

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. SIGNATURE	34. DATE
Computer Applications (MS Word, MS Excel, MS PowerPoint)		VSU-Biotetehonological Society	
Research (Qualitative and Quantitative Research)			
Management Skills			
Proactive learner			

(separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	<b>August 4, 2025</b>
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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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>	
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>	
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: a. Are you a member of any indigenous group?  b. Are you a person with disability?  c. Are you a solo parent?		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div>	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			
NAME		ADDRESS	TEL. NO.
Marciana B. Galambao		Visca Baybay City, Leyte	9664888378
Lourd Franz F. Gabunada		Visca Baybay City, Leyte	9982617809
Emily Tabudlong		Kilim Baybay City, Leyte	9675060355
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.			
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: <b>Passport</b></div> <div>ID/License/Passport No.: <b>P7843349C</b></div> <div>Date/Place of Issuance: <b>August 23, 2024/ DFA-TAC</b></div>		<div><div></div><div>Signature (Sign inside the box)</div><div>August 4, 2025</div><div>Date Accomplished</div></div>	
		<div></div> <div>PHOTO</div> <div><div></div><div>Right Thumbmark</div></div>	
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.			
<div><div></div><div>Person Administering Oath</div></div>			