

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	CATIVO		
FIRST NAME	REYMARK	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MALTO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/29/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	MACARTHUR, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" 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	Philippines
7. HEIGHT (m)	1.63 m	ZIP CODE	N/A
8. WEIGHT (kg)	53 kg.		N/A
9. BLOOD TYPE	O+		N/A
10. GSIS ID NO.	2005327176		N/A
11. PAG-IBIG ID NO.	121215548118		N/A
12. PHILHEALTH NO.	1302-5494-0772	18. PERMANENT ADDRESS	ROMUALDEZ
13. SSS NO.	N/A	ZIP CODE	Barangay
14. TIN NO.	703-073-901		MACARTHUR
15. AGENCY EMPLOYEE NO.			LEYTE
19. TELEPHONE NO.			Province
20. MOBILE NO.			6509
21. E-MAIL ADDRESS (if any)	cativoreymark1997@gmail.com		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CATIVO			
FIRST NAME	RUBEN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BADILLA			
25. MOTHER'S MAIDEN NAME	AIDA BELARMINO MALTO			
SURNAME	CATIVO			
FIRST NAME	AIDA			
MIDDLE NAME	MALTO		(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	MACARTHUR CENTRAL SCHOOL	ELEMENTARY	06/01/2003	3/31/2009	GRADUATED	2009	N/A
SECONDARY	MACARTHUR NATIONAL HIGH SCHOOL	HIGH SCHOOL	06/01/2009	3/31/2013	GRADUATED	2013	N/A
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES (SPSPS)	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	06/01/2013	3/31/2017	GRADUATED	2017	ODSP Scholar/ OWWA
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN MANAGEMENT	06/09/2018	12/15/2018	6 units	N/A	N/A

(Continue on separate sheet if necessary)

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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		
NONE	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			
2023 1st PAGBA QUARTERLY SEMINAR AND MEETING WITH THE THEME: "RESPONDING TO THE CONTINUING CHALLENGES OF INNOVATIONS AND TECHNOLOGY TO THE PUBLIC FINANCIAL MANAGEMENT"	04/26/2023	04/29/2023	32.0	TECHNICAL	PHILIPPINE ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION, INC.
THE BOOKEEPERS SUMMIT 2022	07/11/2022	11/11/2022	7.0	TECHNICAL	NATIONAL INSTITUTE OF ACCOUNTING TECHNICIAN
WEBINAR ON IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10173 DATA PRIVACY ACT OF 2012	06/01/2022	06/01/2022	8.0	TECHNICAL	NATIONAL PRIVACY COMMISSION
ACCOUNTING TECHNICIAN CONGRESS 2021	08/03/2021	12/03/2021	8.0	TECHNICAL	NATIONAL INSTITUTE OF ACCOUNTING TECHNICIAN
PUBLIC SERVICE ETHICS AND ACCOUNTABILITY (PSEA) FOR LEADERS	27/01/2021	28/01/2021	16.0	MANAGERIAL	CIVIL SERVICE COMMISSION (CSC), REGIONAL OFFICE VIII
WEBINAR ON GOVERNMENT PROCUREMENT REFORM ACT (RA 9184) AND ITS 2016 UPDATED REVISED IRR	25/11/2020	28/11/2020	16.0	TECHNICAL	GOVERNMENT PROCUREMENT POLICY BOARD TECHNICAL SUPPORT OFFICE (GPPB-TSO)
4TH QUARTERLY SEMINAR AND MEETING WITH THE THEME "PUBLIC FINANCIAL MANAGEMENT IN A DIFFICULT AND CHANGING ENVIRONMENT"	06/11/2019	09/11/2019	32.0	TECHNICAL	PHILIPPINE ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION, INC.
SEMINAR-WORKSHOP: EMPLOYEE FINANCIAL WELLNESS AND MENTAL HEALTH IN THE WORKPLACE (RESOURCE SPEAKER)	21/06/2019	21/06/2019	8.0	TECHNICAL	ADMINISTRATIVE STAFF ASSOCIATION, LNU
RULES AND REGULATIONS ON SETTLEMENT OF ACCOUNTS (RRSA) AND REVISED RULES OF PROCEDURE OF COA (RRPC)	10/06/2019	11/06/2019	16.0	TECHNICAL	COMMISSION ON AUDIT, REGIONAL OFFICE VIII
IMPLEMENTATION OF GOVERNMENT ACCOUNTING MANUAL FOR NATIONAL GOVERNMENT AGENCIES	03/12/2018	07/12/2018	40.0	TECHNICAL	COMMISSION ON AUDIT, CENTRAL OFFICE
LAWS AND RULES ON GOVERNMENT EXPENDITURES	18/09/2018	21/09/2018	32.0	TECHNICAL	COMMISSION ON AUDIT, REGIONAL OFFICE VIII
PHILIPPINE PUBLIC SECTOR ACCOUNTING STANDARDS (PPSAS) AND THE REVISED CHART OF ACCOUNTS (RCA) FOR NATIONAL GOVERNMENT AGENCIES	09/07/2018	13/07/2018	40.0	TECHNICAL	COMMISSION ON AUDIT, REGIONAL OFFICE VIII
ENHANCED ELECTRONIC NEW GOVERNMENT ACCOUNTING SYSTEM (ENGRAS) AND ELECTRONIC BUDGET (EBUDGET) SYSTEM V.2.1 FOR NATIONAL GOVERNMENT AGENCIES	19/03/2018	23/03/2018	40.0	TECHNICAL	COMMISSION ON AUDIT, CENTRAL OFFICE
INDUCTION AND ORIENTATION PROGRAM FOR NEW FACULTY AND PERSONNEL	07/12/2017	07/12/2017	8.0	TECHNICAL	HUMAN RESOURCE MANAGEMENT-LNU
PRE-EMPLOYMENT SEMINAR	03/20/2017	03/20/2017	3.0	TECHNICAL	GUIDANCE AND CAREER SERVICES CENTER-SPSPS
BTALKS: BRIDGE TO A SUCCESSFUL INVESTMENT	03/20/2017	03/20/2017	3.0	TECHNICAL	COUNCIL OF STUDENT ORGANIZATION-SPSPS
LECTURE SERIES BY REX BANGGAWAN, CPA, MBA: AUTHOR OF INCOME TAXATION AND BUSINESS TRANSFER TAX AND REVIEWER	03/17/2017	03/17/2017	3.0	TECHNICAL	ACCOUNTANCY DEPARTMENT-SPSPS
THE ART OF LEADING: THE CEOS SPEAK	08/26/2016	08/26/2017	4.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT (PICPA)




(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)
NONE	NONE	ROYAL INSTITUTION OF PHILIPPINES & SINGAPORE
		PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIANS (PACTT)
		INSTITUTE OF CERTIFIED MANAGEMENT ACCOUNTANTS (ICMA)
		INSTITUTE OF CERTIFIED BOOKKEEPERS (ICB)
		NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS
		PHILIPPINE ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION, INC.

(Continue on separate sheet if necessary)

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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><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>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>MARICRIS D. ROJO</td><td>BURAUEN, LEYTE</td><td>9065347561</td></tr><tr><td>MYRNA L. MACALINAO, PH.D.</td><td>ALANG-ALANG, LEYTE</td><td>9363994430</td></tr><tr><td>LEO A. OMAMALIN, CPA</td><td>TACLOBAN CITY</td><td>9971923362</td></tr></table>		NAME	ADDRESS	TEL. NO.	MARICRIS D. ROJO	BURAUEN, LEYTE	9065347561	MYRNA L. MACALINAO, PH.D.	ALANG-ALANG, LEYTE	9363994430	LEO A. OMAMALIN, CPA	TACLOBAN CITY	9971923362
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LEO A. OMAMALIN, CPA	TACLOBAN CITY	9971923362											
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: UMID</div> <div>ID/License/Passport No.: 2005327176</div> <div>Date/Place of Issuance: February 2018</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>12/22/2023</div> <div>Date Accomplished</div>	<div></div> <div>Reymark M. Cativo</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>											
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>Person Administering Oath</div>													

## 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.

**Sample: If applying to Supervising Administrative Officer**

- Duration: June 1, 2023 – present
- Position: Financial Analyst II
- Name of Office/Unit: KALAHI-CIDSS Promotive Services Division
- Immediate Supervisor: Ricardo G. Matobato Jr.
- Name of Agency/Organization and Location: Department of Social Welfare and Development
- List of Accomplishments and Contributions (if any)
  - Prepared the monthly financial reports (CGFD, FMSM 8, and FMSM 9) of Province of Biliran and Leyte municipalities namely Capoocan, Carigara, Calubian, & Leyte, Leyte
  - Updated the utilization and liquidation of Grants and LCC in the AF Updates database weekly.
  - Conducted monthly Sub-Field Office Fiduciary Workshop
  - Inputted grant downloads, updated utilization and liquidation of funds in the Geotagging Web App
  - Reviewed and submitted the liquidation reports and disbursement vouchers to COA
- Summary of Actual Duties
  - Preparation of monthly financial reports (CGFD, FMSM 8, and FMSM 9) of Province of Biliran and Leyte municipalities namely Capoocan, Carigara, Calubian, & Leyte, Leyte
  - Update the utilization and liquidation of Grants and LCC in the AF Updates database weekly.
  - Conduct monthly Sub-Field Office Fiduciary Workshop
  - Input grant downloads, update utilization and liquidation of funds in the Geotagging Web App
  - Review and submission of liquidation reports and disbursement vouchers to COA

- Duration: December 11, 2017 – May 31, 2023
- Position: Administrative Aide VI
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Leo A. Omamalin, CPA
- Name of Agency/Organization and Location: Leyte Normal University
  
- List of Accomplishments and Contributions (if any)
  - Recorded transaction to ENGAS for Funds 06 (Business Related Funds) and 07 (Trust Receipts)
  - Prepared the working paper for filing of BIR Form 1604CF and submitted the BIR Form 2316 and the other attachments to BIR before the deadline
  - Monitored the payment of Statement of Accounts of LNU Cafeteria and LNU House
  - Prepared payrolls assigned.
  - Contributed in preparation of PPMPs, Annual Procurement Plan, ISO Certification requirements, and answered questions of the auditor during the actual audit, designated as Procurement Officer
  - Sit as panel interviewer during hiring process of some open positions in the University, represented the LNU Employees Union
  - Handled and taught subjects Fundamentals and Principles of Accounting, Basic Finance, and Applied Business Tools and Technologies as part-time instructor in LNU
  
- Summary of Actual Duties
  - Payroll preparation for the honoraria pertaining to Graduate School Overload, Proposal Hearing and Final Oral Defense of Thesis/Dissertation, BAC Honoraria, LET Review Honoraria, and other payrolls assigned.
  - Maintenance of Statement of Accounts (SOA) and monitoring of the status of Accounts Receivable of LNU House and LNU Cafeteria
  - Recording of transactions to ENGAS, Fund Cluster 06 (Income Generating Projects, LNU House, LNU Cafeteria, LNU Dormitory) and FC 07 (Trust Funds, CHED, DOST)
  - Monitoring of taxes withheld from compensation of all employees and drafting of working paper for remittances of BIR Form 1604CF to be remitted on or before January 31 of the following year
  - Recording data of employees' compensation to the system and printing of BIR Form 2316 of all employees to be submitted to BIR on or before the last day of February of the following year.

  
**REYMARK M. CATIVO**

(Signature over Printed Name  
of Employee/Applicant)

Date: December 22, 2023