

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	MONTALBAN		
FIRST NAME	APRIL ANN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ORIO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/04/1983	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	CEBU 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:	17. RESIDENTIAL ADDRESS	R.MAGSAYSAY AVE. House/Block/Lot No. Street ZONE 21 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5'2	ZIP CODE	6521
8. WEIGHT (kg)	75		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	R.MAGSAYSAY AVE. House/Block/Lot No. Street ZONE 21 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2006-351-388	ZIP CODE	6521
11. PAG-IBIG ID NO.	121-047-629-338		
12. PHILHEALTH NO.	1305-0082-1451	19. TELEPHONE NO.	n/a
13. SSS NO.	06-2450614-2	20. MOBILE NO.	09261255157
14. TIN NO.	262-850-183-002	21. E-MAIL ADDRESS (if any)	april.montalban@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V02128		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MONTALBAN		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JERRY	NAME EXTENSION (JR., SR)	PAOLO JERIEL O. MONTALBAN	28/07/2005
MIDDLE NAME	LAZARO		ATHEA JERIANNE O. MONTALBAN	13/08/2008
OCCUPATION	SELF-EMPLOYED		JERRY O. MONTALBAN JR.	03/11/2010
EMPLOYER/BUSINESS NAME	N/A		PRILRY GABRIELLE O. MONTALBAN	06/28/2024
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ORIO			
FIRST NAME	ROMEO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PEPITO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALIMA			
FIRST NAME	DOROLITA			
MIDDLE NAME	ROBLES			

(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 SOUTH CENTRAL SCHOOL	KINDER TO GRADE 6	1990	1996	Graduated	1996	WITH HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	FIRST YEAR TO FOURTH YEAR	1996	2000	Graduated	2000	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF AGRIBUSINESS	2000	2004	Graduated	2004	ACADEMIC A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 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
		From	To	

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED					
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)
		From	To		
	CREATING POSITIVE WORKPLACE FOR VSU EMPLOYEES (INTEGRATING PHYSICAL AND MENTAL HEALTH)	SEPT.27,2024	SEPT.27,2024	4 HRS	TECHNICAL
	SPARKLING SPACES:MASTERING THE ART OF HOUSEKEEPING (BATCH 1)	MARCH 26,2024	MARCH 26,2024	8 HRS	TECHNICAL
	HRIS SOFTWARE ONBOARDING	DEC.6,2023	DEC.6,2023	8 HRS	TECHNICAL
	ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	AUG.29,2023	AUG.29,2023	8 HRS	TECHNICAL
	SEAL BETA PROGRAM	SEPT.14,2022	OCT.12,2022	40 HRS	TECHNICAL
	GOOD MANUFACTURING PRACTICES SEMINAR	OCT.18,2022	OCT.18,2022	8 HRS	TECHNICAL
	KADASIG NGAN KALINAW MENTAL HEALTH WEBINAR MANAGING EMOTION	02/05/2022	02/05/2022	8 HRS	TECHNICAL
	INTRODUCTORY COURSE TO SAFE MANAGEMENT MEASURES IN THE WORKPLACE	12/01/2022	25/01/2022	24 HRS	TECHNICAL
	TRAINING ON BUSINESS CONTINUITY PLANNING FOR MSME	01/04/2022	01/04/2022	8 HRS	TECHNICAL
	EMPOWERING ENTREPRENEURS: BASIC BUSINESS RECORDING	12/11/2019	12/11/2019	6 HRS	TECHNICAL
	AGRICULTURE AND FOOD TECHNOLOGY BUSINESS INCUBATOR BOOTCAMP	23/01/2019	25/01/2019	24 HRS	TECHNICAL
	KAPATID MENTOR ME PROGRAM SEMINAR	03/04/2018	01/06/2018	80 HRS	TECHNICAL
	BASIC BOOKKEEPING AND RECORD KEEPING	14/12/2021	14/12/2021	8 HRS	TECHNICAL
	SOCIAL MEDIA MANAGEMENT SEMINAR	03/12/2021	03/12/2021	5 HRS	TECHNICAL
	Regional Social Media Brand Development Workshop	10/09/2021	06/12/2021	10 HRS	TECHNICAL

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER SKILLS	VISAYAS CONFERENCE TRADE FAIR @ ORMOC / TOP SELLER	BAYBAY CHAMBER OF COMMERCE
DRIVING	BEST BUSINESS AWARD / BCCI/PCCI	BAYBAY CITY PRODUCERS COOPERATIVE
TYPING WITH FAST SPEED	BEST BUSINESS PLAN PRESENTATION	BAHANDI MULTIPURPOSE COOPERATIVE
COOKING	BEST MSME SUCCESS STORY	
READING MOTIVATIONAL BOOKS	FEATURED IN COFFEE TABLEBOOK BUSINESS SUCCESS STORY	
LISTENING/WATCHING INSPIRATIONAL VIDEOS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 4, 2025
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