

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	Amarado		
FIRST NAME	Caressa Jovi	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Reales		
3. DATE OF BIRTH (mm/dd/yyyy)	5/27/1994	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	Mahaplag, Leyte	If holder of dual citizenship, please indicate the details.	Philippines ▼
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	House/Block/Lot No. Street Zone 18 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.50 cm	ZIP CODE	6521
8. WEIGHT (kg)	50 kg		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Zone 18 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
10. GSIS ID NO.	021-1695-2943-4	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0031-8107		
12. PHILHEALTH NO.	13-0254463753	19. TELEPHONE NO.	N/A
13. SSS NO.		20. MOBILE NO.	09057896620
14. TIN NO.	337-577-934	21. E-MAIL ADDRESS (if any)	caressa_reales@yahoo.com
15. AGENCY EMPLOYEE NO.	0894		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Amarado		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Artemio	IV	Earl landrei R. Amarado	4/6/2020
MIDDLE NAME	Tan			
OCCUPATION	Job Order			
EMPLOYER/BUSINESS NAME	LGU-Mahaplag, Leyte			
BUSINESS ADDRESS	Poblacion Mahaplag, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	Reales			
FIRST NAME	Oscar	Sr.		
MIDDLE NAME	Sotil			
25. MOTHER'S MAIDEN NAME				
SURNAME	Cahigus			
FIRST NAME	Salvacion			
MIDDLE NAME	Cañete			
(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	SCHOLARS HIP / ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Mahaplag Central School		2001	2007		2007	Salutatorian
SECONDARY	University of Southern Philippines		2007	2008			2nd Honor
	Mahaplag National High School- San Isidro		2008	2011		2011	3rd honorable
VOCATIONAL /							
COLLEGE	St.Paul School of Professional Studies	Bachelor of Science in Accountancy	2011'	2016'		2016'	Dean's List
GRADUATE STUDIES	Visayas State University	Masters in Business Management	2019'	Present			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Intermediate Competency on Local Treasury Examination - Level 2	82%	10/14/2018	Tacloban, City		
	Basic Competency Local Treasury Examination - Level 1	84.44%	November 2017	Tacloban, City		
	Certified Public Accountant	80%	October 2016	Cebu, City	173861	5/27/2023
	Civil Service Examination- Professional	82.42%	October 2014	Tacloban, City		
	Civil Service Examination- Sub-Professional	83.10%	April 2014	Tacloban, City		

(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.	INCLOSURE DATES				SALARY / JOB /		
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[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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SIGNATURE		DATE	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(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)

[illegible]


(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)
Microsoft Excel		Philippine Institute of Certified Public Accountants (Tacloban Chapter)
Bookkeeping		Baybay City Local Gov't Employees Association
Literate in Statistic Software		
Reading		
Baking		

(Continue on separate sheet if necessary)

<i>(Signature on separate sheet if necessary)</i>			
SIGNATURE		DATE	

<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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">If YES, give details: _____</p>														
<p>35. a. Have you ever been found guilty of any administrative offense? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">If YES, give details: _____</p> <p>b. Have you been criminally charged before any court? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">If YES, give details: _____ Date Filed: _____ 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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">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)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">If YES, give details: _____</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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">If YES, please specify: _____</p> <p>b. Are you a person with disability? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">If YES, please specify ID No: _____</p> <p>c. Are you a solo parent? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Daisy T. Lleve</td> <td>Mahaplag, Leyte</td> <td>09173018938</td> </tr> <tr> <td>Alberta A. Manatad</td> <td>Baybay City, Leyte</td> <td>09216035400</td> </tr> <tr> <td>Evelyn P. Relente</td> <td>Baybay City, Leyte</td> <td>09988522921</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Daisy T. Lleve	Mahaplag, Leyte	09173018938	Alberta A. Manatad	Baybay City, Leyte	09216035400	Evelyn P. Relente	Baybay City, Leyte	09988522921	
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<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>														
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<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: 200px; height: 60px; margin: 10px auto; text-align: center; padding-top: 5px;"> Person Administering Oath </div>														