

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	DAMAYO		
FIRST NAME	MAY		
MIDDLE NAME	GUINO		
3. DATE OF BIRTH (mm/dd/yyyy)	08/31/1992	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	<div>House/Block/Lot No. Street</div> <div>MAS-IN</div> <div>Subdivision/Village Barangay</div> <div>ORMOC CITY LEYTE</div> <div>City/Municipality Province</div>
7. HEIGHT (m)	1.575 M	ZIP CODE	6541
8. WEIGHT (kg)	70 KG		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	<div>House/Block/Lot No. Street</div> <div>MAS-IN</div> <div>Subdivision/Village Barangay</div> <div>ORMOC CITY LEYTE</div> <div>City/Municipality Province</div>
10. GSIS ID NO.		ZIP CODE	6541
11. PAG-IBIG ID NO.	121203843686		
12. PHILHEALTH NO.	130252026402		
13. SSS NO.	0635060567	19. TELEPHONE NO.	
14. TIN NO.	773317506	20. MOBILE NO.	09557482969
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	damayomay31@gmail.com

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	DAMAYO			
FIRST NAME	RONELITO			
MIDDLE NAME	TUGONON			
25. MOTHER'S MAIDEN NAME				
SURNAME	GUINO			
FIRST NAME	LILIBETH			
MIDDLE NAME	AMOLONG		(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	MAS-IN ELEMENTARY SCHOOL					2004	FAST ACHIEVER
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL					2008	
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY					2022	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 23, 2025
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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
DRIVER'S LICENSE	1.0	9/3/2024	ORMOC CITY	H03-20-000305	8/31/2034

(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						
07/01/2024	PRESENT	CLERK	CITY HEALTH OFFICE	6000		JOB ORDER	4 months
01/02/2024	06/28/2024	CLERK	CITY GENERAL SERVICES OFFICE	6000		JOB ORDER	6 MONTHS
44781	09/30/2023	ACCOUNTS PAYABLE CLERK	ONYATA TRADING CORPORATION	11050.00		REGULAR	
42801	09/30/2017	SALES AGENT	GLOBE - ORMOC	7500.00		CONTRACTUAL	
42066	06/30/2017	ENCODER/ROVING	JAJAVI LENDING CORPORATION	7000.00		REGULAR	

(Continue on separate sheet if necessary)

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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	COMMISSION ON YOUTH (OUR LADY OF THE MOST HOLY ROSARY PARISH, BRGY. CURVA, ORMOC CITY)	3/1/2017	8/1/2021		MEMBER & FORMER COMMISSION ON YOUTH COORDINATOR
	SOCIETY OF AGRIBUSINESS STUDENTS (VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE)	4/11/19	4/11/2021		MEMBER & FORMER PUBLIC RELATION OFFICER

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

	INCLUSIVE DATES OF		Type of D	
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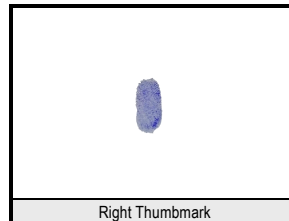
[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	TEAM PLAYER		VSU WOMENS BASKETBALL TEAM		
	LEADERSHIP SKILLS		ENTREPRENEURIAL DEVELOPMENT PROJECT		
	COMMUNICATION SKILLS				
	MUSICAL INCLINED				
	INTERPERSONAL SKILL				
	STRONG WORK ETHICS				

SIGNATURE		DATE	January 23, 2025
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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? no</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)? no</p>	<p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense? no</p> <p>b. Have you been criminally charged before any court? no</p>	<p>If YES, give details: _____</p> <p>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? 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? yes</p>	<p>If YES, give details: _____ Resignation and end of term</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? no</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? no</p>	<p>If YES, give details: _____</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country? 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? no</p> <p>b. Are you a person with disability? yes</p> <p>c. Are you a solo parent? no</p>	<p>If YES, please specify: _____</p> <p>If YES, please specify ID No: <u>08-3738-068-0003426</u></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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MICHAEL DOMINICK GARRIDO</td> <td>VSU, BAYBAY CITY</td> <td>09518313497</td> </tr> <tr> <td>CATALINA EPA</td> <td>CEBU CITY</td> <td>09171746232</td> </tr> <tr> <td>EVERITA FLORES</td> <td>ORMOC CITY</td> <td>09663641488</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MICHAEL DOMINICK GARRIDO	VSU, BAYBAY CITY	09518313497	CATALINA EPA	CEBU CITY	09171746232	EVERITA FLORES	ORMOC CITY	09663641488
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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: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													



Yes/No	Cstat	Gender
Yes	Single	Male
No	Married	Female
	Separated	
	Widowed	