

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)	31/08/1992	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	ORMOC 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ ORMOC CITY _____ LEYTE _____ City/Municipality _____ Province _____ ZIP CODE 6541
7. HEIGHT (m)		18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ ORMOC CITY _____ LEYTE _____ City/Municipality _____ Province _____ ZIP CODE
8. WEIGHT (kg)			
9. BLOOD TYPE	O+		
10. GSIS ID NO.			
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	SR.		
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	August 17, 2023		

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

(Continue on separate sheet if necessary)

(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	GOV'T SERVICE (Y/ N)
	From	To						
	08/08/2022	PRESENT	ACCOUNTS PAYABLE CLERK	ONYATA TRADING CORPORATION	11050.00		REGULAR	
	20/02/2017	01/08/2017	SALES AGENT	GLOBE - ORMOC	7500.00		CONTRACTUAL	
	16/04/2015	11/02/2017	ENCODER/CASHIER	JAJAVI LENDING CORPORATION	7000.00		REGULAR	

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 17, 2023
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[illegible]

<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?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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)?</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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, specify ID No.: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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></td> </tr> <tr> <td>ANNIE PARMIS</td> <td>VSU, BAYBAY CITY</td> <td></td> </tr> <tr> <td>BERT PEÑALOSA</td> <td>VSU, BAYBAY CITY</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MICHAEL DOMINICK GARRIDO	VSU, BAYBAY CITY		ANNIE PARMIS	VSU, BAYBAY CITY		BERT PEÑALOSA	VSU, BAYBAY CITY	
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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 cases against me.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Government Issued ID (in Passport, CGS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government issued ID: 13025026402</td> </tr> <tr> <td>ID/License/Passport No.: H03-20-000305</td> </tr> <tr> <td>Date/Place of Issuance: 11/4/20 ORMOC CITY</td> </tr> </table>	Government Issued ID (in Passport, CGS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government issued ID: 13025026402	ID/License/Passport No.: H03-20-000305	Date/Place of Issuance: 11/4/20 ORMOC CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center; font-size: small;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">AUGUST 17, 2023</td> </tr> <tr> <td style="text-align: center; font-size: small;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	AUGUST 17, 2023	Date Accomplished			
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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; height: 100px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center; font-size: small; margin-top: 5px;">Person Administering Oath</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="font-size: x-small; text-align: center;">ID picture taken within the last (6 months) 3.5 cm. X 4.5 cm. (passport size)</p> <p style="text-align: center; font-size: x-small;">With full and handwritten name tag and signature over printed name</p> <p style="text-align: center; font-size: x-small;">Computer generated or photocopied picture</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <p style="font-size: x-small;">PHOTO</p> </div> <div style="text-align: center;"> <p style="font-size: x-small;">Right Thumbmark</p> </div>												