

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 | Sabando | | |
| FIRST NAME | Menchu | | NAME EXTENSION (JR., SR) NA |
| MIDDLE NAME | Bucanflor | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 06/15/1993 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | | 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 City/Municipality Province ZIP CODE |
| 7. HEIGHT (m) | 1.253 | 18. PERMANENT ADDRESS | House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province ZIP CODE |
| 8. WEIGHT (kg) | 49 kg | 19. TELEPHONE NO. | |
| 9. BLOOD TYPE | A positive | 20. MOBILE NO. | 09066662458 / 09399841038 |
| 10. GSIS ID NO. | NA | 21. E-MAIL ADDRESS (if any) | menchusabando@gmail.com |
| 11. PAG-IBIG ID NO. | 1211 84012100 | | |
| 12. PHILHEALTH NO. | 13202091224 | | |
| 13. SSS NO. | 0636611203 | | |
| 14. TIN NO. | 321-728-991 | | |
| 15. AGENCY EMPLOYEE NO. | | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|-----------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | NA | | 23. NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | NA | NAME EXTENSION (JR., SR) | NA | |
| MIDDLE NAME | NA | | | |
| OCCUPATION | | | | |
| EMPLOYER/BUSINESS NAME | | | | |
| BUSINESS ADDRESS | | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME | Sabando | | | |
| FIRST NAME | Zacarias | NAME EXTENSION (JR., SR) | Jr | |
| MIDDLE NAME | Gorre | | | |
| 25. MOTHER'S MAIDEN NAME | Bucanflor | | | |
| SURNAME | | | | |
| FIRST NAME | Nelia | | | |
| MIDDLE NAME | Trioli | | | |

(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 II (South) Central School | Kindergarten - Grade VI | 1998 | 2005 | | 2005 | NA |
| SECONDARY | Franciscan College of the Immaculate Conception | Highschool | 2005 | 2009 | | 2009 | IVCAE Top Achiever |
| VOCATIONAL / TRADE COURSE | | | | | | | |
| COLLEGE | Franciscan College of the Immaculate Conception | Bachelor of Science in Business Administration major in Finance | 2009 | 2015 | | 2015 | Academic Honor |
| GRADUATE STUDIES | | | | | | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|----------------|------|------------|
| SIGNATURE | Menchu Sabando | DATE | 04/20/2019 |
|-----------|----------------|------|------------|

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

| | | | |
|-----------|--------------------|------|------------|
| SIGNATURE | <i>M. B. B. B.</i> | DATE | 04/20/2024 |
|-----------|--------------------|------|------------|

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) |
|---|---|---|
| - Answering Q & A / Solving Online Test | MOST Outstanding Branch Accountant Iyete Areas CCEV1 MOST Outstanding Branch Accountant whole CCEV1 - 2017 | Singles for Christ |
| - Singing | | |
| | | |
| | | |
| | | |
| | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|--------------------|------|------------|
| SIGNATURE | <i>[Signature]</i> | DATE | 04/10/2019 |
|-----------|--------------------|------|------------|

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)?

☐ YES ☒ NO

☐ YES ☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO

If YES, give details:

b. Have you been criminally charged before any court?

☐ YES ☒ NO

If YES, give details:

Date Filed: _____

Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES ☒ NO

If YES, give details:

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 ☐ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☒ NO

If YES, give details:

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?

☐ YES ☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ NO

If YES, give details (country): _____

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?

☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

| NAME | ADDRESS | TEL. NO. |
|--------------------|--------------------|-----------------|
| Valene Y. Vergas | Baybay City, Leyte | (525) 2100-1080 |
| Terre Mica Caceres | Ormoc City, Leyte | 0965 910 7158 |
| Jane Rose Bandaban | Baybay City, Leyte | 0910 853 9788 |

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.



Menchu B. Sabando

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Phil. National ID / Passport

ID/License/Passport No.: Passport H. P5942333C

Date/Place of Issuance: 09/25/2023 DFA Tacloban

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

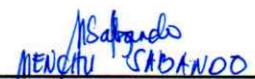
Person Administering Oath

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.

- Duration: February 2024-Up to present (Students Account)
September 04, 2023-February 2024 (JO Posting & Remittances)
 - Position: Administrative Aide III (JO)
 - Name of Office/Unit: Accounting Office
 - Immediate Supervisor: Mr. Nick Freddy R. Bello
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - Summary of Actual Duties
 - Assess Students fees and prepare individual statement accounts as requested and as needed.
 - Generates and validates assessments and examination permits, and prepares breakdown every semester and as needed.
 - Prepares list of students enrolled and checks account balances of students and countersigns clearance.
 - Encodes requested Subjects and other related Fees.
 - Prepares quarterly report and breakdown of students' accounts' receivable, list of collection per school year and semester for unpaid student accounts.
 - Responsible for the posting of Job Order payrolls, students Assistant's payroll, scholars and GTA; prepares monthly list of Job Order and outsider tax deductions for remittance; prepares monthly Job Order & Part-timer Pag-ibig Remittance.
-
- Duration: August 30, 2018-July 14, 2023
 - Position: Accounting Supervisor/Area Accountant
 - Name of Office/Unit: Accounting Department
 - Immediate Supervisor: Estela Marie D. Miculob
 - Name of Agency/Organization and Location: Community Economic Ventures (A Microfinance NGO), Inc.
 - Summary of Actual Duties
 - Responsible in providing adequate technical in Area assignments during Financial review of documents; recording of all financial transactions and financial reporting; Conducts regular visits to every branch by coaching; auditing financial transactions; assists the management in conducting trainings and equipping on financial analysis and providing adequate technical support to Branch Accountant and in ensuring that financial policies are well implemented


 (Signature over Printed Name
of Employee/Applicant)

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.

- Duration: April 15, 2015-June 16, 2017
- Position: Branch Accountant
- Name of Office/Unit: Accounting Department
- Immediate Supervisor: Aivie Flores
- Name of Agency/Organization and Location: Community Economic Ventures (A Microfinance NGO), Inc.-Baybay Branch

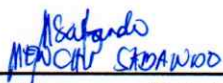
- Summary of Actual Duties:
Responsible in recording financial transactions & maintaining books of accounts of the branch; ensures compliance of internal control in the branch; filing and maintenance of financial records, accounting & loan tracking system; physical inventory of branch Assets.

- Duration: January 03, 2018-August 27, 2018
- Position: Accounting Clerk
- Name of Office/Unit: Accounting
- Immediate Supervisor: Josephine Soliano
- Name of Agency/Organization and Location: Soliano's Bookkeeping Firm

- Summary of Actual Duties
 - Responsible in recording financial transactions; prepares clients' remittances (SSS, Pag-ibig & Philhealth); process BIR transactions and docs for all clients.

Date: 09/20/2024

Attachment to CS Form No. 212



(Signature over Printed Name
of Employee/Applicant)

Date: 09/20/2024