

## 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	OLAIS		
FIRST NAME	GIEBERT		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	GORDUIZ		
3. DATE OF BIRTH (mm/dd/yyyy)	26/04/1992	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	SOGOD, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	
7. HEIGHT (m)	1.65	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	90		Subdivision/Village POBLACION
9. BLOOD TYPE	A+		Bontoc SOUTHERN LEYTE
10. GSIS ID NO./C.R.N.	021-1582-0012-0		City/Municipality Province
11. PAG-IBIG ID NO.	121089771412	ZIP CODE	House/Block/Lot No. Street
12. PHILHEALTH NO.	12-051251126-6		Subdivision/Village POBLACION
13. SSS NO.	06-3402972-9		Bontoc SOUTHERN LEYTE
14. TIN NO.	273-891-757		City/Municipality Province
15. AGENCY EMPLOYEE NO.	170322-395	18. PERMANENT ADDRESS	6604
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0950 820 1438 / 0976 038 9796
		21. E-MAIL ADDRESS (if any)	gboyolais24@gmail.com


## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	OLAIS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	SHEILA MAE	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	TABUNAN			
OCCUPATION	SALES AND SERVICE ASSOCIATE			
EMPLOYER/BUSINESS NAME	PHILIPPINE NATIONAL BANK			
BUSINESS ADDRESS	OSMEÑA ST., ZONE II, SOGOD, SOUTHERN LEYTE			
TELEPHONE NO.	0976 038 9797			
24. FATHER'S SURNAME	OLAIS			
FIRST NAME	GILBERT	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	DIAZ			
25. MOTHER'S MAIDEN NAME	GORDUIZ, RUÑITHA SIMEONA SILAGAN			
SURNAME	OLAIS			
FIRST NAME	RUÑITHA SIMEONA			
MIDDLE NAME	GORDUIZ		(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	BONTOC CENTRAL SCHOOL	PRIMARY EDUCATION	1999	2005	GRADUATED	2005	1ST HONORABLE
SECONDARY	SOUTHERN LEYTE STATE UNIVERSITY- TOMAS OPPUS	SECONDARY EDUCATION	2005	2009	GRADUATED	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SAN JOSE-RECOLETOS	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION-GENERAL COURSE	2009	2013	GRADUATED	2013	CUM LAUDE
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY MAIN CAMPUS	MASTER IN MANAGEMENT	2017	2018	3 UNITS	N/A	N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	Aug. 2, 2022
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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
	CAREER SERVICE PROFESSIONAL	82.91	August 6, 2017	MAASIN CITY, SOUTHERN LEYTE	0376, s. 2017	11/09/2017
	HONOR GRADUATE (P.D. 907)	N/A	March 16, 2013	CEBU CITY	100107130301	16/03/2013

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	AUG. 2, 2022
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AUG. 2, 2022



# 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	POSITION / NATURE OF WORK
		From	To		
	ALUMNI ASSOCIATION - SLSU TOMAS OPPUS	02/06/2020	PRESENT		TREASURER

(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)


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)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	COMPUTER SYSTEMS SERVICING NCII	02/05/2022	03/11/2022	280	TECHNICAL	ARC TUTORIALS LEARNING SERVICES INC.
	IN-HOUSE TRAINING FOR PUBLIC FINANCIAL MANAGEMENT FOR SOUTHERN LEYTE STATE UNIVERSITY	02/9/2021	02/11/2021	24	SUPERVISORY	SOUTHERN LEYTE STATE UNIVERSITY
	ANTI-SEXUAL HARASSMENT ORIENTATION SEMINAR	01/15/2021	01/15/2021	8	SUPERVISORY	SOUTHERN LEYTE STATE UNIVERSITY
	ORIENTATION FOR GLIDING AND FLEXTIME WORK SCHEDULE	03/26/2019	03/26/2019	8	SUPERVISORY	SOUTHERN LEYTE STATE UNIVERSITY
	PHILGEPS TRAINING FOR BUYERS	09/04/2018	09/05/2018	16	TECHNICAL	PHILGEPS
	TRAINING ON REVISED R.A. 9184	04/06/2017	04/07/2017	16	SUPERVISORY	SOUTHERN LEYTE STATE UNIVERSITY
	PROFESSIONAL IMAGE ENHANCEMENT	03/12/2016	03/12/2016	8	SUPERVISORY	LAND BANK OF THE PHILIPPINES
	COUNTERFEIT DETECTION	08/02/2015	08/02/2015	8	TECHNICAL	LAND BANK OF THE PHILIPPINES
	BANK FRAUDS AND FORGERY DETECTION	08/01/2015	08/01/2015	8	TECHNICAL	LAND BANK OF THE PHILIPPINES

(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)
	KNOWS THE PHILIPPINE GOVERNMENT PROCUREMENT PROCESS VERY WELL		BEST TEAM LEADER 2018 ASEA TEAM BUILDING ACTIVITY		ADMINISTRATIVE AND SUPPORT EMPLOYEES ASSOCIATION, INC.
	PHILGEPS POSTING AND AWARDED				FACILITATIVE AND ADMINISTRATIVE SOCIETY
	COMPUTER SYSTEMS SERVICING NCII HOLDER				ALUMNI ASSOCIATION SLSU TOMAS OPPUS
	CASH HANDLING (COUNTING AND SAFE KEEPING)				SAINT BERNARD MULTI-PURPOSE COOPERATIVE
	VERY GOOD COMPUTER SKILLS (MS WORD ENCODING, MS EXCEL FORMULAS, BASIC TROUBLE SHOOTING)				
	FAST LEARNER AND CONTINUOUSLY FINDS WAYS TO INNOVATE AND EXPEDITE WORK PROCESSES				
	GOOD EAR FOR ENGLISH GRAMMAR AND PRONUNCIATION				
	CAN COMMUNICATE WELL IN ENGLISH, FILIPINO, AND CEBUANO				
	OUTGOING AND EASY TO GET ALONG WITH				
	DRIVING 2 AND 4 WHEELED VEHICLES				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Aug. 2, 2022
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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: \_\_\_\_\_

**RESIGNED FROM LANDBANK DUE TO STRESS**

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.
ANECITA A. ENGCOY	SOGOD, SO. LEYTE	0917 311 3415
JORDY MAE L. AUSA	SOGOD, SO. LEYTE	0917 623 7798
ENRIQUE G. SALARES	MALITBOG, SO. LEYTE	0917 632 3660

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.



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

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **TIN: 273-891-757**

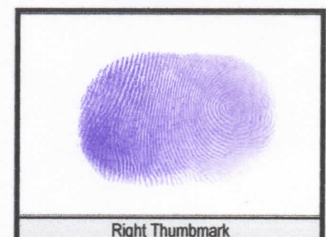
ID/License/Passport No.: **DL: H05-09-000398**

Date/Place of Issuance: **04/19/2018 - MAASIN CITY**

Signature (Sign inside the box)

*[Signature]*

Date Accomplished



SUBSCRIBED AND SWORN to before me this AUG 02 2022, affiant exhibiting his/her validly issued government ID as indicated above.

**RIHAHEZZA N. MAIDIN**  
Public Attorney II  
(Pursuant to R.A. 9406)

Person Administering Oath