

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	GARCES		
FIRST NAME	MARK LOUIS		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	LELIS		
3. DATE OF BIRTH (mm/dd/yyyy)	1/21/1997	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	HILONGOS, LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	MALE		
6. CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	N/A
7. HEIGHT (m)	1.70 m		House/Block/Lot No. Street
8. WEIGHT (kg)	70 kg		CENTRAL DISTRICT MATAPAY
9. BLOOD TYPE	B+		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		HILONGOS LEYTE
11. PAG-IBIG ID NO.	1211-9088-4558		City/Municipality Province
12. PHILHEALTH NO.	13-250490350-1	ZIP CODE	6524
13. SSS NO.	06-3865957-7	18. PERMANENT ADDRESS	N/A
14. TIN NO.	474-371-554		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	N/A		CENTRAL DISTRICT MATAPAY
			Subdivision/Village Barangay
			HILONGOS LEYTE
			City/Municipality Province
		ZIP CODE	6524
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	+639094919643
		21. E-MAIL ADDRESS (if any)	mlgarces321@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	GARCES		N/A	N/A
FIRST NAME	LUISITO	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	CAGADAS		N/A	N/A
25. MOTHER'S MAIDEN NAME	N/A		N/A	N/A
SURNAME	LELIS		N/A	N/A
FIRST NAME	ZENaida		N/A	N/A
MIDDLE NAME	ARCAy		(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 (# not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	HILONGOS SOUTH CENTRAL SCHOOL	ELEMENTARY EDUCATION	2005	2010	N/A	2010	WITH HONORS
SECONDARY	HILONGOS NATIONAL VOCATIONAL SCHOOL	SECONDARY EDUCATION	2010	2014	N/A	2014	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	BS in Computer Science	2017	2023	163 UNITS	N/A	DOST SCHOLAR
GRADUATE STUDIES	UC-METC	BS in Marine Engineering	2014	2017	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/20/2024
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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
1. CAREER SERVICE SUBPROFESSIONAL EXAMINATION	82.83	12/8/2018	SAINT JOSEPH COLLEGE, MAASIN CITY, SOUTHERN LEYTE	N/A	N/A	
2. CAREER SERVICE PROFESSIONAL EXAMINATION	81.5	4/8/2019	SAINT JOSEPH COLLEGE, MAASIN CITY, SOUTHERN LEYTE	N/A	N/A	
3. DRIVER'S LICENSE	N/A	N/A	BAYBAY CITY, LEYTE	H12-15-002815	01 21 2028	
N/A	N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	N/A	

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

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	2/20/2024

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		
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A

(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			
	DESO Technical Support Staff Training	2 25 2022	2 26 2022	16	Technical	Commission on Elections
	Computer Hardware Servicing Training	08/05/2023	12/05/2023	40	Technical	Leyte Technology Livelihood Development & Productivity Center
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	5	Managerial	Visayas State University - Main Campus
	HRIS Software Onboarding	12/06/2023	12/06/2023	5	Technical	Visayas State University - Main Campus
	N/A	N/A	N/A	N/A	N/A	N/A










(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)
	COMPUTER LITERATE		N/A		N/A
	BASKETBALL, TABLE TENNIS		N/A		N/A
	LISTENING MUSIC		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/20/2024
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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?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</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>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?</p>	<p>If YES, give details: _____</p>												
<p>37. Have you ever been separated from the service in any of the following modes: <u>resignation</u>, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</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>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?</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>If YES, please specify: _____</p> <p>If YES, please specify ID 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>RODERICK MAR UNAJan</td> <td>Admin Aid, IHK, Visayas State University, Baybay, Leyte</td> <td>09171304169</td> </tr> <tr> <td>MAGDALENE C. UNAJan</td> <td>Head, DCST, Visayas State University, Baybay, Leyte</td> <td>09778179877</td> </tr> <tr> <td>JANE FRANCIS V. LOBEDICA</td> <td>HRMO IV, LGU - HILONGOS</td> <td>567-9715</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	RODERICK MAR UNAJan	Admin Aid, IHK, Visayas State University, Baybay, Leyte	09171304169	MAGDALENE C. UNAJan	Head, DCST, Visayas State University, Baybay, Leyte	09778179877	JANE FRANCIS V. LOBEDICA	HRMO IV, LGU - HILONGOS	567-9715
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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: 50px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													