

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.

1 CS ID No.

(Do not fill up. For CSC use only)

Print legibly. Tick appropriate boxes () () use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

2. SURNAME	RODRIGUEZ	NAME EXTENSION (JR., SR)	
FIRST NAME	MAR ISRAEL		
MIDDLE NAME	CAGOCO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/17/1994	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: PH
4. PLACE OF BIRTH	MANILA CITY	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	STA. CRUZ Street CAN-ADIENG Barangay LEYTE Province
7. HEIGHT (m)	1.63	House/Block/Lot No.	
8. WEIGHT (kg)	90	Subdivision/Village	
9. BLOOD TYPE	A+	ORMOC City/Municipality	6541
10. GSIS ID NO.	2005365250	18. PERMANENT ADDRESS	STA. CRUZ Street CAN-ADIENG Barangay LEYTE Province
11. PAG-IBIG ID NO.	121195889399	House/Block/Lot No.	
12. PHILHEALTH NO.	13-250729170-1	Subdivision/Village	
13. SSS NO.	N/A	ORMOC City/Municipality	6541
14. TIN NO.	341-516-758	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	6297940	20. MOBILE NO.	+63946 597 8502
		21. E-MAIL ADDRESS (if any)	maryoon06@gmail.com

II. FAMILY BACKGROUND

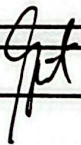
22. SPOUSE'S SURNAME	RODRIGUEZ	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RIZA	NAME EXTENSION (JR., SR)	REIS O. RODRIGUEZ 08/01/2021
MIDDLE NAME	OLILA		ISAAC O. RODRIGUEZ 03/28/2023
OCCUPATION	LIBRARIAN II		
EMPLOYER/BUSINESS NAME	DEPARTMENT OF EDUCATION - ORMOC CITY DIVISION		
BUSINESS ADDRESS	NARRA ST., BRGY. DON FELIPE LARRAZABAL, ORMOC CITY		
TELEPHONE NO.	N/A		
24. ATER'S SURNAME	RODRIGUEZ		
FIRST NAME	MARIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LASCAÑAS		
25. MOTHER'S MAIDEN NAME	CAGOCO		
SURNAME	RODRIGUEZ		
FIRST NAME	MERCEDITA		
MIDDLE NAME	SUBITO		

(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	YEAR GRADUATED	SCHOLARS HIP/ ACADEMIC HONORS
			From	To			
ELEMENTARY	CAN-ADIENG ELEMENTARY SCHOOL	PRIMARY	2001	2007	N/A	2007	N/A
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2007	2011	N/A	2011	N/A
VOCATIONAL / TRADE COURSE	KANANGA - EDC INSTITUTE OF TECHNOLOGY	NC II - ELECTRICAL INSTALLATION & MAINTENANCE	MARCH 2016	JUNE 2016	N/A	JUNE 2016	N/A
COLLEGE	SAINT PETER'S COLLEGE OF ORMOC	BACHELOR OF SECONDARY EDUCATION	2011	2016	N/A	2016	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 21, 2025
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27.










(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.

(Continue on separate sheet if necessary)

July 21, 2025

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
(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	CONDUCTED/ SPONSORED BY (Write in full)
		From	To		
	DCP WORKSHOP ON MONITORING AND EVALUATION: CAPACITY BUILDING OF SCHOOL NON-TEACHING PERSONNEL AND CRAFTING M & E TOOL	11/7/2024	11/11/2024	24	PARTICIPANTS DEPARTMENT OF EDUCATION - ORMOC CITY DIVISION
	OPCR INTERIM GUIDELINES ORIENTATION	06/11/2024	06/11/2024	8	PARTICIPANTS DEPARTMENT OF EDUCATION - ORMOC CITY DIVISION
	PROFESSIONAL DEVELOPMENT OF PERSONNEL ON SCHOOLS ON THE IMPLEMENTATION OF THE REVISED CITIZEN'S CHARTER 2022	09/28/2023	09/29/2023	16	PARTICIPANTS DEPARTMENT OF EDUCATION - ORMOC CITY DIVISION
	CONDUCT OF FIRST CONVERGENCE	11/21/2022	11/21/2022	8	PARTICIPANTS DEPARTMENT OF EDUCATION - ORMOC CITY DIVISION
	3-DAY TRAINING WORKSHOP FOR NON-TEACHING PERSONNEL ON THE PRIORITY LEARNING NEEDS	06/22/2022	06/24/2022	24	PARTICIPANTS DEPARTMENT OF EDUCATION - ORMOC CITY DIVISION
	2017 OMNIBUS RULES ON APPOINTMENT AND OTHER HUMAN RESOURCES ACTIONS (ORA OHRA) REVISED JULY 2018	04/07/2021	04/08/2021	24	PARTICIPANTS CIVIL SERVICE COMMISSION
	CAPACITY-BUILDING SEMINAR FOR SUPPLY OFFICERS AND PROPERTY CUSTODIANS	12/08/2019	12/10/2019	24	PARTICIPANTS DEPARTMENT OF EDUCATION - REGION VIII
	REGIONAL ORIENTATION AND TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)	11/26/2018	11/28/2018	24	PARTICIPANTS DEPARTMENT OF EDUCATION - REGION VIII
	DIVISION ORIENTATION AND TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)	01/30/2019	02/01/2019	24	LEARNING FACILITATOR DEPARTMENT OF EDUCATION - ORMOC CITY DIVISION
	CAPACITY BUILDING ON REVISED IMPLEMENTING RULES AND REGULATIONS ON RA 9184	11/06/2019	11/08/2019	24	PARTICIPANTS DEPARTMENT OF EDUCATION - ORMOC CITY DIVISION
(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)			
PLAYING SPORTS - BALL GAMES AND RACKET GAMES	N/A	N/A			
PLAYING MUSIC INSTRUMENTS	N/A	N/A			
COMPUTER GAMES	N/A	N/A			
SIGNATURE		DATE		July 21, 2025	

<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, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please 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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>JOEL A. ZARTIGA</td> <td>ASSISTANT SCHOOLS DIVISION SUPERINTENDENT - SDO SAMAR</td> <td>09171669605</td> </tr> <tr> <td>ERLA JANE A. SANCHEZ</td> <td>ADMINISTRATIVE OFFICER V - CGO ACCOUNTING OFFICE</td> <td>09214188512</td> </tr> <tr> <td>JOHN PETER N. LARRAZABAL</td> <td>BARANGAY CAPTAIN - CAN-ADIENG, ORMOC CITY</td> <td>09276401202</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JOEL A. ZARTIGA	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT - SDO SAMAR	09171669605	ERLA JANE A. SANCHEZ	ADMINISTRATIVE OFFICER V - CGO ACCOUNTING OFFICE	09214188512	JOHN PETER N. LARRAZABAL	BARANGAY CAPTAIN - CAN-ADIENG, ORMOC CITY	09276401202
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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 case/s against me.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE</td> </tr> <tr> <td>Government Issued ID:</td> <td>PRC</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>1546493</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>06/15/2017 TACLOBAN CITY</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE		Government Issued ID:	PRC	ID/License/Passport No.:	1546493	Date/Place of Issuance:	06/15/2017 TACLOBAN CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 80px;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">JUNE 26, 2025</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	JUNE 26, 2025	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; width: 200px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													

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.

Position Applied:Administrative Officer V (Supply Officer III)

- Duration: February 2021 - Present
- Position: Administrative Officer II
- Name of Office/Unit: Valencia Central School
- Immediate Supervisor: Melvyn A. Baldomar
- Name of Agency/Organization and Location: Department of Education – Ormoc City Division
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Provide Human Resource Management support to the school head and coordinate with Division HRMO with Recruitment and Selection of applicants, promotion, transfer and processing of ERF for qualified teachers or personnel and facilitate submission to the SDO
 - Check and validate completeness, veracity and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment
 - Monitor and record attendance and absences of school personnel, consolidate Daily Time Record (DTR) of the school assigned, and prepare monthly report of Service (Form 7) for submission to the HR Office
 - Prepare and endorse to the SDO claims for service credits for personnel in the assigned school
 - Monitor and Prepare Notice for Step Increment and adjustments of school personnel and submit to HRMO for checking and verification
 - Assist in the processing and facilitate submission of leave applications, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests of the school head and its personnel for indorsement to the SDO
 - Assist the school head in preparing of HR-related reports and submits the same to the HRMO
 - Acts/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated
 - Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the School Head
 - Ensure proper storage and maintain updated inventory of all supplies, materials, equipment, textbooks and other learning resource materials in the school, conducts semi-annual inventory on all school properties
 - Issue supplies, materials, equipment, textbooks and other learning resource materials to requesting teaching and non-teaching personnel in the school
 - Assist the school head in the preparation of the School Form 7 (SF 7)/loading of teachers
 - Assist the planning team in the preparation of the SIP/AIP
 - Provide general administrative support to the school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
 - Assist the school head in the preparation of finance reports, cash disbursement register, authority to debit/credit account, and liquidation reports including its supporting documents
 - Facilitate submission of all financial documents to the SDO and/or bank, if necessary
 - Provide assistance to other financial-related task of the school head
 - Maintain the 201 files and database of personal information in the school assigned, maintaining confidentiality of personal information of school personnel which he/she has legal access

- Establish and maintain a structure of clean and orderly records area that will ensure safety and security of records, but easy access and retrieval as needed
- Consolidate Annual School Level Records Inventory
- Other tasks, School Officer-in-charge

- Duration: December 2017 – March 2019
- Position: Administrative Aide VI – Administrative Assistant II
- Name of Office/Unit: Supply Office
- Immediate Supervisor: Eduardo T. Bagarinao
- Name of Agency/Organization and Location: Department of Education – Ormoc City Division
- List of Accomplishments and Contributions (if any)
 -
- Summary of Actual Duties
 - Received and record supplies, materials and equipment upon delivery, to document availability of the item for effective monitoring and supply management.
 - Organize and maintain orderliness of the supplies and materials in the stock room by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation safety of materials resources.
 - Prepare supplies and materials for issuance by the Supply Officer to requesting unit.
 - Consolidate records on received and issued supplies and materials and prepared report on monthly balances.
 - Help the Supply Officer in maintaining an updated inventory of properties (furniture and fixtures, vehicles) and equipment (computers and printers) by following the prescribed process and pertinent laws, rules and regulations to maintain accountability and inclusion in the books of accounts.
 - Determine serviceable properties and equipment requiring maintenance and repair to take appropriate action to extend its utilization.
 - Help the Supply Officer to classify, re-group, and store for inspection (with labels) of properties, equipment and waste materials to prepare a list of materials recommended for transfer or disposal.
 - Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations
 - Keep Copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference.
 - Encode the Documents (PR, PO, IAR, Notice of Delivery, ICS, and RIS).
 - Canvassing and Negotiating with the Supplier.



MAR ISRAEL C. RODRIGUEZ

(Signature over Printed Name of Employee/Applicant)

Date: 07/21/2025