

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	YU		
FIRST NAME	MA. CZARMINE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LABACLADO		
3. DATE OF BIRTH (mm/dd/yyyy)	09/05/1986	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	TACLOBAN CITY, LEYTE	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	REAL House/Block/Lot No. Street Subdivision/Village Barangay SAN MIGUEL LEYTE City/Municipality Province
7. HEIGHT (m)	1.70	ZIP CODE	6518
8. WEIGHT (kg)	78	18. PERMANENT ADDRESS	ROXAS House/Block/Lot No. Street Subdivision/Village Barangay SAN MIGUEL LEYTE City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6518
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1211-6731-9133	20. MOBILE NO.	0992-335-5567
12. PHILHEALTH NO.	13-025360351-9	21. E-MAIL ADDRESS (if any)	maczarmineyu@gmail.com

II. FAMILY BACKGROUND

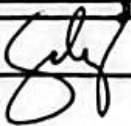
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	YU			
FIRST NAME	IURICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	AMIN			
25. MOTHER'S MAIDEN NAME	MA. LOURDES VELOSO LABACLADO			
SURNAME	LABACLADO			
FIRST NAME	MA. LOURDES			
MIDDLE NAME	VELOSO			

(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	SAN MIGUEL CENTRAL SCHOOL, SAN MIGUEL, LEYTE	N/A	06/01/1993	04/01/1999	GRADUATE	1999	WITH HONORS
SECONDARY	HOLY TRINITY COLLEGE, ALANG-ALANG, LEYTE	N/A	06/01/1999	04/01/2003	GRADUATE	2003	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAINT PAUL SCHOOL OF BUSINESS AND LAW (NOW SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES), CAMPETIC, PALO, LEYTE	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT ACCOUNTING	06/01/2012	10/30/2015	GRADUATE	2015	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	MAY 24, 2023
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	MAY 24, 2023
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VOLUNTARY WORK OR INVOLVEMENT IN CIVIC, NON-GOVERNMENT, PEOPLE/VOLUNTARY ORGANIZATIONS

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)

30. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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			
	BASIC BOOKKEEPING AND ACCOUNTING FOR NON-ACCOUNTNANTS ONLINE WORKSHOP	1/21/2023	1/21/2023	8.0		TDC PRESTIGE
	WEBINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINISTRATION AND MANAGEMENT INFORMATION SYSTEM	01/28/2023	01/28/2023	8.0		GUIMARAS STATE UNIVERSITY - GRADUATE SCHOOL PROGRAM

(Continue on separate sheet if necessary)

31. 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 IN MICROSOFT WORD, EXCEL, POWERPOINT, OUTLOOK & PUBLISHER		N/A		N/A
	WITH GOOD INTERPERSONAL SKILLS				
	SET PRIORITIES AND PLAN WORKLOAD TO MEET DEADLINES				
	DEMONSTRATED RELIABILITY BY BEING PROMPT AND ACCOMPLISHING ALL TASKS ASSISGNE				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	MAY 24, 2023
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: <input checked="" type="checkbox"/> NO
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ RESIGNATION
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)		
NAME	ADDRESS	TEL NO.
ARIEL B. ABELLAR	LGU- SAN MIGUEL, LEYTE	9399098296
DIANA ROSE A. RELI	IMDC - HR, TACLOBAN CITY	9175292734
JASPER V. DULOSA	PALO, LEYTE	9163939052

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.



MA. CARMINE L. YU



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: UMID
ID/License/Passport No.: 0113-0877820-8
Date/Place of Issuance: 04/2022 TACLOBAN CITY

Signature (Sign inside the box)
Date Accomplished

SUBSCRIBED AND SWORN to before me this 24th of MAY 2023, 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.

Applying for Administrative Assistant III (Senior Bookkeeper)

- Duration: July 04, 2018 – February 02, 2022
- Position: Admin Assistant/Taxation
- Name of Office/Unit: Admin
- Immediate Supervisor: Citadel C. Macalalad
- Name of Agency/Organization and Location: Integra Mgt & Dev Corp, Tacloban City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in the assistance to the Finance head, HR and Treasury. Cashiering and processing the replenishment of petty cash funds of the office and branches, and liquidates weekly expenses. Assists the HR in pre-screening of sales person applicants. Checking and ensuring that all billing statements are monitored for payment and releases check vouchers. Processing and preparing documents for BIR e-filing and other taxation related. Inputs and encode Accounts Payable vouchers for supplier. Facilitate weekly and month end audit for the sales personnel's ending inventories. Property Custodian of the Office supplies of the company, Releases to the branches.
- Duration: April 9, 2016 – June 30, 2018
- Position: Accounts Payable/Jobberfund/AR Clerk
- Name of Office/Unit: Enterprise Business Unit (Accounting)
- Immediate Supervisor: Dency Rosa
- Name of Agency/Organization and Location: Dranix Distributors Inc.
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Provides financial reporting oversight on areas of sales, inventory, remittances and receivable processes. Ensuring the accuracy and completeness of reported sales and inventory movements and reconciled sales personnel's sales over their remittances. Facilitate efficient recording and reporting financial transactions. Liquidates weekly expenses for sales and logistic personnel's. Inputs and encode accounts payable vouchers for suppliers and ensure that billings are monitored for payments.



MA. CZARMINE L. YU

(Signature over Printed Name
of Employee/Applicant)

Date: 11-21-2023