

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	MANONGSONG		
FIRST NAME	RIZA THERESE		NAME EXTENSION (JR., SR)
MIDDLE NAME	PAJARON		
3. DATE OF BIRTH (mm/dd/yyyy)	MARCH 23, 1997	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	PALOMPON, 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:		
7. HEIGHT (m)	1.575	17. RESIDENTIAL ADDRESS	432 ZAMORA House/Block/Lot No. Street N/A MAZAWALO Subdivision/Village Barangay PALOMPON LEYTE City/Municipality Province
8. WEIGHT (kg)	68	ZIP CODE	6538
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	432 ZAMORA House/Block/Lot No. Street N/A MAZAWALO Subdivision/Village Barangay PALOMPON LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6538
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-250829390-2		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	708-624-465	20. MOBILE NO.	09368782515
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	rizatheresemanongsong@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	MANONGSONG			
FIRST NAME	GILBERT	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DIEGOR			
25. MOTHER'S MAIDEN NAME				
SURNAME	PAJARON			
FIRST NAME	RIZALIN			
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	PALOMPON SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	2003	2009	N/A	2009	WITH HONORS
SECONDARY	NORTHERN LEYTE COLLEGE	SECONDARY EDUCATION	2009	2013	N/A	2013	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	2013	2017	N/A	2017	CUM LAUDE
GRADUATE STUDIES	DR. V. ORESTES ROMUALDEZ EDUCATIONAL FOUNDATION INC.	JURIS DOCTOR	2018	2023	N/A	2023	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	JULY 28, 2023

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						
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			
	Webinar Series by Institute of Tropical Ecology and Environmental Management in celebration of its 24th Founding Anniversary	05/17/2022	05/19/2022			Visayas State University-ITEEM
	Community Guiding Training – Resource Speaker on the topic Basic Ecology	07/16/2018	07/22/2018	56 hrs	Technical	Department of Environment and Natural Resources and Department of Tourism
	Regional Consultation Workshop for the Preparation of the 6th National Report (6NR) to the Convention on Biological Diversity	05/15/2018	05/18/2018	32 hrs	Technical	Department of Environment and Natural Resources
	Re-echo Training on Socio-Economic Assessment and Monitoring System	05/07/2018	05/09/2018	24hrs	Technical	Department of Environment and Natural Resources
	Community Eco-Tour Guides Training: Basic Course Outline on Eco-Tour Guiding – Resource Speaker on the topic Environmental Awareness: Biodiversity and Climate Change	12/14/2017	12/15/2017	16hrs	Technical	Department of Environment and Natural Resources
	Orientation Seminar on Environment and Natural Resources (ENR) Laws on Protected Area	10/27/2017	10/27/2017	8hrs	Supervisory/Man	Department of Environment and Natural Resources
	Orientation Workshop on Identification and Recognition of Biodiversity Friendly Enterprise (BDFE),	09/13/2017	09/14/2017	16hrs	Technical	Department of Environment and Natural Resources
	Job Seeking Seminar, College of Forestry and Environmental Science	05/10/2017	05/10/2017	8hrs		Visayas State University-CFES
	A Program on Applied Ecology: The Sinharaja, Sri Lanka Experience by Dr. Mark Ashton of Yale University, USA, and Sustainable Horticulture Using Leaf Litter at the Singapore Botanic Gardens – An Arboriculture Perspective by Mr. Elango Velautham of Singapore Botanic Gardens	11/07/2016	11/07/2016	4hrs	Technical	Visayas State University
	Project IPaD's Knowledge Sharing and Learning activity entitled “Why AgriCOOLture”	08/18/2016	08/18/2016	4hrs	Technical	Visayas State University
	International Volunteers' Training on Reforestation	03/23/2016	03/29/2016	56hrs	Technical	Visayas State University-ITEEM & ERECON, Japan
	The Advocacy- Orientation Seminar on Organic Agriculture for the Youth During the 2nd National Organic Agriculture Scientific Conference	02/16/2016	02/20/2016	40hrs	Technical	Visayas State University
	Seminar- Writeshop on Proposal Writing and Scientific Articles and Publication	12/10/2015	12/10/2015	8hrs	Technical	Visayas State University
	The Challenge of Predicting Metal Transfer through the Soil-plant-animal Continuum by Prof. Neal Menzies and Field Diagnostics of Disorder in Vegetable crops by Stephen Harper	12/05/2015	12/05/2015	4hrs	Technical	Visayas State University
	“Production and Novel Uses of Bamboo” presented by Mr. Rey Ernesto Millan and Mr. Burkhard Kiehne	09/23/2015	09/23/2015	8hrs	Technical	Visayas State University
	U-wide Leadership Retreat with the theme of “Redefining Leadership in the Context of Real Student Service”	03/22/2014	03/22/2014	8hrs	Technical	Visayas State University
	The 2nd EDC-BINHI Youth Conference	11/07/2013	11/10/2013	32hrs	Technical	Energy Development Corporation
(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)	
	N/A		N/A		N/A	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	JULY 28, 2023	

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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: FINISHED CONTRACT _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ATTY.LLOYD P. SURIGAO</td><td>SAN FRANCISCO ST. PALOMPON, LEYTE</td><td>N/A</td></tr><tr><td>LORRAINE CRISTY E. CENIZA</td><td>ALBUERA, LEYTE</td><td>9465338220</td></tr><tr><td>ANALIZA SUMAGAYSAY</td><td>PALO,LEYTE</td><td>9653767907</td></tr></table>		NAME	ADDRESS	TEL. NO.	ATTY.LLOYD P. SURIGAO	SAN FRANCISCO ST. PALOMPON, LEYTE	N/A	LORRAINE CRISTY E. CENIZA	ALBUERA, LEYTE	9465338220	ANALIZA SUMAGAYSAY	PALO,LEYTE	9653767907
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LORRAINE CRISTY E. CENIZA	ALBUERA, LEYTE	9465338220											
ANALIZA SUMAGAYSAY	PALO,LEYTE	9653767907											
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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PHILHEALTH</div> <div>ID/License/Passport No.: 13-250829390-2</div> <div>Date/Place of Issuance: N/A</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>JULY 28, 2023</div> <div>Date Accomplished</div>												
<div>PHOTO</div> <div>Right Thumbmark</div>													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>Person Administering Oath</div>													