

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. CB ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	NEGAD		
FIRST NAME	MALAYA		NAME EXTENSION (JR., SR)
MIDDLE NAME	PELIAS		
3. DATE OF BIRTH (mm/dd/yyyy)	05/07/1999	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	ORMOC CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Philippines	
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	BLOCK 8 MILKFISH STREET House/Block/Lot No. Street PHHC 72 Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
7. HEIGHT (m)	153 CM	ZIP CODE	6500
8. WEIGHT (kg)	50 KG	18. PERMANENT ADDRESS	BLOCK 8 MILKFISH STREET House/Block/Lot No. Street PHHC 72 Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6500
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121328148594	20. MOBILE NO.	0956 782 5858 (GLOBE) ; 0950 582 8659 (SMART)
12. PHILHEALTH NO.	13-2526398762	21. E-MAIL ADDRESS (if any)	malayanegad@gmail.com
13. SSS NO.	06-4493053-6		
14. TIN NO.	658-264-940		
15. AGENCY EMPLOYEE NO.	N/A		

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	NAME EXTENSION (JR., SR)		N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	NEGAD			
FIRST NAME	GILBERT		NAME EXTENSION (JR., SR)	
MIDDLE NAME	MIRALLES			
25. MOTHER'S MAIDEN NAME				
SURNAME	PELIAS			
FIRST NAME	GRACE			
MIDDLE NAME	ARELLANO			

(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	RIZAL CENTRAL SCHOOL	PRIMARY EDUCATION	2006	2012	GRADUATED	2012	ACHIEVER
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	JUNIOR HIGH SCHOOL ; SENIOR HIGH SCHOOL	2012	2018	GRADUATED	2018	WITH HONOR
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY-TANAUAN CAMPUS	BACHELOR OF SCIENCE IN ACCOUNTANCY	2018	2022	GRADUATED	2022	NCII BOOK KEEPING AWARDEE
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 16, 2025
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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
	CERTIFIED PUBLIC ACCOUNTANT LICENSURE EXAMINATION	78.50	MAY 25-27, 2025	SAGKAHAN NATIONAL HIGH SCHOOL, TACLOBAN CITY, LEYTE	0211827	JULY 5, 2028
	CAREER SERVICE PROFESSIONAL	82.63	AUGUST 20, 2023	LEYTE NATIONAL HIGH SCHOOL, TACLOBAN CITY, LEYTE	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 16, 2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(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)
	ACCOUNTING		N/A		N/A
	COMPUTER LITERATE				
	READING SCIENCE FICTION AND FINANCE RELATED GENRE				
	TIME MANAGEMENT SKILLS				
	SINGING				
	DANCING				

~~(Continue on separate sheet if necessary)~~

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	JUNE 16, 2025

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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 IN PRIVATE SECTOR**

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.
CRIS GEN SOYOSA	TANAUAN, LEYTE	957960527
PRINCESS CANALES	MAYORGA, LEYTE	9103138108
ROSE MARIE CAIDOY	DAGAMI, LEYTE	9397901227

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 (ID, passport, G-1, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: NATIONAL ID

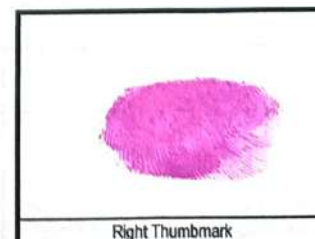
ID/License/Passport No.: 3873-2437-6347-9189

Date/Place of Issuance: 2022, TACLOBAN CITY, LEYTE

Signature (Sign inside the box)

JUNE 16, 2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this **16 JUN 2025** at **TANAUAN, LEYTE** by **ATTY. JERRY S. OY**, a duly qualified and validly issued government ID as indicated above.

Notary Public
Until December 31, 2025
Appointed by DOJ No. 2024-01-65
168 M. ... Tacloban City
PTR No. ... Tacloban City
Roll of Person Administering Oath
MCLE Certificate No. ...

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.

- Duration: **May 15, 2025 – May 31, 2025**
 - Position: **ASSESSMENT CENTER MANAGER**
 - Immediate Supervisor: **GINA P. CASTRO**
 - Name of Agency/Organization and Location:
DULAG POLYTECHNIC INSTITUTE INC., DULAG, LEYTE
 - Summary of Actual Duties:
 - ✓ Managed day-to-day operations of the assessment center, ensuring all activities were well-organized and aligned with institutional goals through effective coordination with staff.
 - ✓ Acted as the primary point of contact for candidate, assessor, and TESDA representative concerns during scheduled assessments and trainings, ensuring timely and efficient resolution.
 - ✓ Coordinated assessment schedules, venue preparation, and personnel assignments to ensure a smooth, organized, and timely assessment process.
 - ✓ Processed essential documentation with accuracy and completeness, maintaining compliance with institutional and TESDA standards.
 - ✓ Assisted in the preparation of institutional reports, internal memos, and compliance documentation required for TESDA audits and monitoring.
 - ✓ Prepared accurate billing statements, expense reports, and other financial documents, ensuring timely processing and alignment with institutional accounting procedures.
 - ✓ Reviewed and verified documents prepared by other staff for accuracy and completeness. Also, monitored the submission and safekeeping of documentation, including portfolio evidence and assessment records, in line with data privacy and regulatory standards..
 - ✓ Supported co-workers with general clerical tasks, contributing to smooth office operations and collaborative work environment. Provided guidance and support to co-employees regarding clerical and administrative tasks, fostering a collaborative and accountable work environment.
 - ✓ Contributed to quality assurance initiatives by recommending improvements in documentation processes, workflow efficiency, and client handling.
 - ✓ Ensured readiness of facilities, materials, and resources needed for every assessment, including test tools, equipment, and venue logistics.
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- Duration: **December 1, 2023 – April 30, 2024**
 - Position: **ACCOUNTING STAFF**
 - Name of Office/Unit: **ACCOUNTING DEPARTMENT**
 - Immediate Supervisor: **SHARRY JEAN RAMOS**
 - Name of Agency/Organization and Location:
TACLOBAN WINNER MARKETING CORPORATION, TACLOBAN CITY, LEYTE
 - Summary of Actual Duties
 - ✓ Coordinated with assigned branch offices to prepare and verify daily financial transactions, ensuring accuracy, completeness, and compliance with company policies.

- ✓ Collected, reviewed, and reconciled supporting documents such as invoices, official receipts, delivery reports, and purchase orders to ensure all transactions were properly substantiated.
- ✓ Monitored and validated operational expenses submitted by the branch, confirming alignment with budget provisions and ensuring all disbursements were appropriate and justified.
- ✓ Prepared and processed disbursement vouchers for approved expenses, particularly those related to repairs, maintenance, utilities, and operational needs.
- ✓ Ensured proper documentation for all processed vouchers, including attachments such as quotations, approvals, job orders, and proof of payment.
- ✓ Conducted regular audits of petty cash fund usage to verify legitimacy of expenses and ensure timely replenishment; coordinated directly with branch custodians to clarify inconsistencies.
- ✓ Generated and maintained detailed tracking reports of vehicle-related expenditures, including fuel usage, preventive maintenance, repairs, and insurance, supporting cost monitoring and efficiency.
- ✓ Entered and processed outgoing payments and credit memos using SAP Accounting System, ensuring accuracy in vendor accounts, timely payment processing, and system compliance.
- ✓ Assisted in monthly and quarterly financial reporting by organizing and summarizing data related to disbursements, branch expenditures, and special cost categories.
- ✓ Supported internal and external audit processes by compiling required financial records, ensuring document completeness, and addressing audit inquiries.
- ✓ Coordinated with procurement and logistics teams regarding purchase order status, delivery concerns, and proper expense recognition for materials and services.
- ✓ Maintained systematic filing and documentation of all financial transactions for future reference and audit readiness.

- Duration: **September 11, 2023 – November 30, 2023**
- Position: **HUMAN RESOURCE ASSISTANT**
- Name of Office/Unit: **HR DEPARTMENT**
- Immediate Supervisor: **SHIRLY ROTAP**
- Name of Agency/Organization and Location: **TACLOBAN WINNER MARKETING CORPORATION, TACLOBAN CITY, LEYTE**
- Summary of Actual Duties:
 - ✓ Reported directly to the HR Manager and efficiently executed all assigned HR functions to support organizational goals.
 - ✓ Managed end-to-end recruitment processes: posting job vacancies on multiple platforms, screening resumes, coordinating interviews, conducting initial interviews, and facilitating smooth onboarding and orientation for new hires.
 - ✓ Processed payroll-related tasks including employee compensation, benefits, and mandatory government contributions (SSS, PhilHealth, Pag-IBIG), ensuring timely and accurate submissions before deadlines.
 - ✓ Maintained employee attendance and leave records, coordinated with supervisors on absences and tardiness, and ensured proper documentation of leaves and time-off requests.
 - ✓ Acted as a point of contact for employee relations by monitoring workplace behavior, receiving complaints or grievances, and assisting in conflict

resolution through proper documentation and recommendations to management.

- ✓ Assisted in developing and enforcing HR policies and procedures to maintain compliance with labor laws and promote a positive work environment.
- ✓ Conducted exit interviews and prepared separation paperwork in coordination with
- ✓ management, ensuring smooth offboarding processes and documentation.
- ✓ Maintained confidential employee records, updated HR databases, and prepared reports for management review and regulatory compliance.
- ✓ Supported training and development initiatives by coordinating training schedules, communicating with trainers and participants, and maintaining training records.
- ✓ Assisted in organizing employee engagement activities, recognition programs, and company events to foster a motivated and cohesive workforce.
- ✓ Collaborated with payroll, finance, and other departments to reconcile employee benefits and resolve discrepancies.
- ✓ Participated in audit preparations by organizing HR documents and assisting in compliance checks for labor regulations and company policies.

- Duration: **September 1, 2021 – December 23, 2021**
- Position: **ACCOUNTING INTERN**
- Name of Office/Unit: **ACCOUNTING DEPARTMENT**
- Immediate Supervisor: **REY FRANZ CABIDOG**
- Name of Agency/Organization and Location:
EASTERN VISAYAS STATE UNIVERSITY-TANAUAN CAMPUS
- Summary of Actual Duties:

- ✓ Assisted with filing and organizing important financial and administrative documents to maintain an orderly office system.
- ✓ Performed accurate data entry of financial records and transactions, ensuring up-to-date information for accounting processes.
- ✓ Supported the maintenance of complete and accurate financial statements and reports.
- ✓ Handled confidential financial and personnel information with discretion, honesty, and integrity.
- ✓ Collaborated with accounting team members to learn and assist in data analysis, tracking, and reconciliation tasks.
- ✓ Took initiative to perform additional tasks and responsibilities aimed at gaining practical knowledge and enhancing accounting skills.

- Duration: **July 2020- June 2021**
- Position: **SALES DEVELOPMENT REPRESENTATIVE**
- Name of Agency/Organization and Location:
FINANCIAL FORTRESS
- Summary of Actual Duties:

- ✓ Conducted outreach to prospect and qualify new leads, initiating contact through messaging to generate interest in company services.
- ✓ Directed qualified customer leads to the connections department for further follow-up and assistance.
- ✓ Composed and sent informative emails to potential and existing customers detailing service offerings and promotions.
- ✓ Participated in trade shows, meetings, and industry events to network and generate new business opportunities.

- ✓ Consulted with customers to understand their needs and recommended tailored solutions aligned with their requirements.
- ✓ Maintained proactive client correspondence, accurately recording all communications and lead tracking in the company CRM system.
- ✓ Collaborated with the sales team to meet and exceed sales targets, contributing to overall team success.



MALAYA P. NEGAD

(Signature over Printed Name of
Employee /Applicant)