

# 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	MAZO		
FIRST NAME	ERLIE JEAN		N/A
MIDDLE NAME	PEREZ		
3. DATE OF BIRTH (mm/dd/yyyy)	9/20/1996	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	WESTERN LEYTE PROVINCIAL HOSPITAL		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	If holder of dual citizenship, please indicate the details.	
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	46	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	12-119949279-3	20. MOBILE NO.	09425021987
12. PHILHEALTH NO.	12-025626476-0	21. E-MAIL ADDRESS (if any)	ejperezmazo@gmail.com
13. SSS NO.	06-3878375-7		
14. TIN NO.	334-336-602-000		
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND

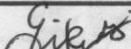
22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MAZO			
FIRST NAME	ERNESTO	N/A		
MIDDLE NAME	BALDEVIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	PEREZ			
FIRST NAME	ERLINDA			
MIDDLE NAME	DAMPIOS			

(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	GACAT ELEMENTARY SCHOOL	N/A	6/3/2002	3/25/2008	PRIMARY EDUCATION	2008	WITH HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	6/2/2008	3/28/2012	HIGH SCHOOL	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	BS COMMERCE	6/4/2012	5/30/2016	GRADUATED	2016	DEAN'S LIST
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 14, 2021
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[illegible]

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

Gibbs

DATE \_\_\_\_\_

April 14, 2021



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

[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)
	FLUENT IN WARAY-WARAY		N/A		N/A
	KEEN TO DETAILS AND ACCURACY OF WORK RESPONSIBILITIES				
	COMPUTER LITERATE (WORD, EXCEL, PPT)				
	KNOWLEDGEABLE IN BASIC ACCOUNTING, FINANCE, AND MANAGEMENT				
	CAN TYPE UP TO 51 WORDS PER MINUTE				
	WORKS WELL IN A GROUP OR INDIVIDUALLY				
	READING BOOKS WITH LIFE LESSONS				

(Continue on separate sheet if necessary)

SIGNATURE	<i>S. K. Singh</i>	DATE	April 14, 2021
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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)?

☐ YES ☒ NO  
☐ YES ☒ 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?

☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_  
☐ 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: \_\_\_\_\_  
Resignation, due to skeletal workforce system

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?

☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_  
☐ 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?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES ☒ NO  
If YES, please specify: \_\_\_\_\_  
☐ YES ☒ NO  
If YES, please specify ID No: \_\_\_\_\_  
☐ YES ☒ NO  
If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
INGRID DE LIMA	DAVAO CITY	9423758261
RUZIL MAGPAYO	MANDAUE CITY, CEBU	9222970165
SHEENA CASANDRA BATON	MAMBALING CEBU CITY, CEBU	9616328006

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 (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **N/A**

ID/License/Passport No.: **N/A**

Date/Place of Issuance: **N/A**

Signature (Sign inside the box)

April 14, 2021

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.



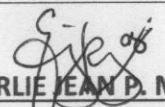
**WORK EXPERIENCE SHEET**

**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 to Administrative Aide VI (Clerk)

- Duration: November 29, 2017- September 18, 2020
  - Position: Cashier
  - Name of Office/Unit: Accounting Department
  - Immediate Supervisor: Arlyn R. Dampios
  - Name of Agency/Organization and Location: MCD Credit Corporation, Cebu City, Cebu
  
  - List of Accomplishments and Contributions (if any)
  
  - Summary of Actual Duties
    - Responsible for the management of company's funds, and other financial records. Monitoring returned and signed vouchers for every loan renewals, receiving of collections from collectors, supervisors, credit investigators and management. Preparation of daily cash positions to be audited by the manager or the accounting officer as per mandate. Vouchering company disbursements.
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- Duration: September 16, 2016- November 28, 2017
  - Position: Accounting Clerk
  - Name of Office/Unit: Accounting Department
  - Immediate Supervisor: Arlyn R. Dampios
  - Name of Agency/Organization and Location: MCD Credit Corporation, Cebu City, Cebu
  
  - List of Accomplishments and Contributions (if any)
  
  - Summary of Actual Duties
    - Responsible in monthly payroll, monthly remittance (SSS, Pag-ibig, Philhealth, BIR), checking of daily collection receipts (actual list vs. computer input), handled petty cash fund, preparation of reports e.g. employee's statement of account, and other documents as requested by the management and controller of employees' records.

  
**ERLIE JEAN P. MAZO**

(Signature over Printed Name  
of Employee/Applicant)

Date: 04/14/2021