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 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) 2. SURNAME **ELNAS** NAME EXTENSION (JR., SR) FIRST NAME **BEVERLY ANN** MIDDLE NAME BERNANTE 3. DATE OF BIRTH 04/11/1991 16. CITIZENSHIP (mm/dd/yyyy) ☑ Filipino □ Dual Citizenship ☐ by birth □ by naturalization 4. PLACE OF BIRTH WESTERN LEYTE PROVINCIAL HOSPITAL Pls. indicate country: If holder of dual citizenship, please indicate the details. 5. SEX ☐ Male ✓ Female ✓ Single ☐ Married 17. RESIDENTIAL ADDRESS LOPFA 6 CIVIL STATUS □ Widowed House/Block/Lot No. □ Separated Street KILIM ☐ Other/s: Subdivision/Village Barangay 7. HEIGHT (m) **BAYBAY** LEYTE 1.524m City/Municipality Province 8. WEIGHT (kg) 65 kg ZIP CODE 6521 18. PERMANENT ADDRESS LOPFA 9. BLOOD TYPE R+ House/Block/Lot No. Street KII IM 10 GSIS ID NO N/A Subdivision/Village Barangay 11. PAG-IBIG ID NO. BAYBAY LEYTE 1210-9621-2711 City/Municipality Province 12. PHILHEALTH NO. 12-051243646-9 ZIP CODE 6521 13. SSS NO. 06-3418090-1 19. TELEPHONE NO. N/A 14. TIN NO. 444-976-324-000 20 MORILE NO 09062464222 15. AGENCY EMPLOYEE NO. N/A 21. E-MAIL ADDRESS (if any) beverlyelnas@yahoo.com.ph I. FAMILY BACKGROUND 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME **COBE GERARD CAIWAN** 09/25/2017 MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO. 24. FATHER'S SURNAME **ELNAS** NAME EXTENSION (JR., SR) FIRST NAME BENEDICTO MIDDLE NAME **VALENCIA** 25. MOTHER'S MAIDEN NAME SURNAME BERNANTE FIRST NAME VENERANDA MIDDLE NAME **PRECILLAS** (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSHIP/ 26 HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE YEAR LEVEL ACADEMIC UNITS EARNED (Write in full) (Write in full) HONORS GRADUATED (if not graduated) RECEIVED From То **SALUTATO** ELEMENTARY CANDADAM ELEMENTARY SCHOOL **ELEMENTARY** 1996 2003 2003 RIAN SECONDARY **BAYBAY NATIONAL HIGH SCHOOL** HIGH SCHOOL 2003 2007 2007 HONORABLE MENTION VOCATIONAL / TRADE COURSE **BACHELORS OF SCIENCE IN** COLLEGE UNIVERISTY OF SAN JOSE RECOLETOS 2007 2012 2012 **ACCOUNTANCY GRADUATE STUDIES** SIGNATURE 11/24/2023

DATE

| | SERVICE ELIG | | | | | | | | |
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| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE CERTIFIED PUBLIC ACCOUNTANT 75% | | | | DATE OF EXAMINATION / | PLACE OF EXAMINA | IATION / CONFERMENT | | LICENSE (if | |
| | | | CONFERMENT | | | NUMBER | Date of Validity | | |
| | | | 75% | May 2013 Southweste | | ern University | | 0150876 | 04/11/2024 |
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| | EXPERIENCE | | | | | | | | |
| | | nt. Start from your recen | t work) Descriptio | n of duties should b | e indicated in the attach | ed Work Exp | salary/Job/Pay | | I Park |
| | (mm/dd/yyyy) POSITION TITLE | | | | ENCY / OFFICE / COMPANY | MONTHLY | GRADE (if | STATUS OF | GOV'T SERVICE |
| From | То | (Write in full/Do not | abbreviate) | (write in ful | I/Do not abbreviate) | SALARY | applicable)& STEP (Format "00-0")/ INCREMENT | APPOINTMENT | (Y/N) |
| 04/06/2015 | PRESENT | ACCOUNTANT/AP | TEAM LEAD | APPLEONE | APPLEONE PROPERTIES INC. | | | | N |
| 05/01/2014 | 03/31/2015 | ACCOUNT | ANT | CEBU BUSINESS MATERIALS TRADING | | 16,000.00 | | | N |
| 08/01/2013 | 04/30/2014 | ACCOUNT | ANT | NAGA CITY WAT | IPANY INC FER SYSTEMS INC. (A | 12,000.00 | | | N |
| | | | | subsidiary of | Abejo Waters Corp.) | 12,000.00 | | | N |
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| 016.11 | | 21 | (Conti | nue on separate sheet if | necessary) | | | | |
| SIGNA | TURE | | 7 | | DATE | | 11/24/20 | 23 | |
| | | | | | | | CSFC | ORM 212 (Revised 201 | 7) Page 2 of 4 |

| VI. VOLUNTARY WORK OR INVOLVEMEN | T IN CIVIC / NON-GOVERNMEI | NT / PEOPLE / | /VOLUNTAR | Y ORGANIZATI | ION/S | | | |
|--|--|---|----------------------------------|-----------------|---|---|--|--|
| 29. NAME & ADDRESS OF ORGANIZATION (Write in full) | | | SIVE DATES n/dd/yyyy) | NUMBER OF HOURS | | POSITION / NATURE OF WORK | | |
| | | | To 09/29/2018 | 6 HRS | REFORESTATION PROJECT IN THE CENTRAL CEBU PROTECTED | | | |
| 74.7 = 20.12.7 (6.7 = 2.1.12.9 (1.0.2) | | 09/29/2018 | 09/29/2016 | бика | LANDSCAPE IN | N BRGY. SAPANGDAKU CEBU, CITY | | |
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| VII. LEARNING AND DEVELOPMENT (L&D | (C INTERVENTIONS/TRÄINING) | ontinue on separat PROGRAMS | te sheet if necessal ATTENDED | y) | | | | |
| | LE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS | | INCLUSIVE DATES OF ATTENDANCE | | Type of LD | | | |
| (Write in fu | | (mm | n/dd/yyyy) | NUMBER OF HOURS | (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) | | |
| VALUE ADDED TAX SEMINAR | | 07/24/2023 | To 07/24/2023 | 8 HRS | TECHNICAL | SYCIP, GORRES, VELAYO & CO CEBU BRANCH | | |
| 10TH PICPA CEBU SUMMIT | | 07/20/2023 | 07/21/2023 | 16 HRS | TECHNICAL | PICPA- CEBU CHAPTER | | |
| SEMINAR ON INCOME TAX COMPUTATION & RETU | RN PREPARATION WORKSHOP | 02/15/2023 | 02/17/2023 | 16 HRS | TECHNICAL | SYCIP, GORRES, VELAYO & CO CEBU BRANCH | | |
| THE 77TH PICPA ANNUAL NATIONAL CONVENTION SECURING A SUSTAINABLE FUTURE | | 11/24/2022 | 11/26/2022 | 24 HRS | TECHNICAL | PICPA- NATIONAL | | |
| OLCORING A 3031 AINABLE FUTURE | | | | | | | | |
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| /III. OTHER INFORMATION | (Con | ntinue on separate | sheet if necessary | | ****** | | | |
| 31. SPECIAL SKILLS and HOBBIES | 32. NON | I-ACADEMIC DISTI | NCTIONS / RECOG | NITION | | MEMBERSHIP IN ASSOCIATION/ORGANIZATION | | |
| MICROSOFT EXCEL | (Write in full) | | | | | 33. (Write in full) PHILIPPINE INSTITUTE OF PUBLIC | | |
| SAP (Accounting Software) | 5 YEAR SERVICE | ACCOUNTANTS - CEBU CHAPTER JUNIOR PHILIPPINE INSTITUTE OF | | | | | | |
| PAYROLL | | | | | | ACCOUNTANTS | | |
| ACCOUNT AND BANK RECONCILIATION | | | | | | | | |
| ACCOUNTING AND BOOKKEEPING | | | | | | | | |
| TAX COMPLIANCE | | | | | | | | |
| | | | | | | | | |
| | (Con | tinue on separate s | sheet if necessary) | | | | | |
| SIGNATURE | 1 | | | DA | TE | 11 24 2023 CS FORM 212 (Revised 2017), Page 3 of 4 | | |

| 34 | Are your related by concensuicity or efficity to the concintin | a an engage and in a cutto with a state of the | | | | | |
|----------|--|--|----------------------------------|--------------------------------|--|--|--|
| 04. | Are you related by consanguinity or affinity to the appointin chief of bureau or office or to the person who has immedia | | | | | | |
| | Bureau or Department where you will be apppointed, | | | | | | |
| | a. within the third degree? | ☐ YES | ☑ NO | | | | |
| | b. within the fourth degree (for Local Government Unit - Ca | ☐ YES | | | | | |
| | b. Within the loanth degree (for Eodal Covernment Offit - Oa | ileer Employees): | If YES, give deta | ☑ NO | | | |
| | | ii YES, give deta | ills. | | | | |
| 25 | a. Have you ever been found guilty of any administrative of | | | | | | |
| 33. | a. Have you ever been found guilty of any autilinistrative of | Helise ! | ☐ YES | ☑ NO | | | |
| | | | If YES, give deta | alls: | | | |
| | | | | | | | |
| | b. Have you been criminally charged before any court? | ☐ YES | ☑ NO | | | | |
| | | If YES, give deta | ails: | | | | |
| | | Date Filed: | | | | | |
| | | Status of Case/s: | | | | | |
| 36. | Have you ever been convicted of any crime or violation of a | ☐ YES ☑ NO | | | | | |
| | by any court or tribunal? | | If YES, give deta | | | | |
| | | | | | | | |
| 37. | Have you ever been separated from the service in any of the | ne following modes: resignation | - VEC | | | | |
| | retirement, dropped from the rolls, dismissal, termination, e | and of term, finished contract or phased | ☑ YES □ NO If YES, give details: | | | | |
| | out (abolition) in the public or private sector? | | | | | | |
| 38. | a. Have you ever been a candidate in a national or local ele | ection held within the last year (except | ☐ YES ☑ NO | | | | |
| | Barangay election)? | | If YES, give deta | | | | |
| | b. Have you resigned from the government service during t | he three (3)-month period before the last | | | | | |
| | election to promote/actively campaign for a national or local | | If YES, give details: | | | | |
| 39. | Have you acquired the status of an immigrant or permanen | t resident of another country? | | | | | |
| | | | ☐ YES If YES, give deta | ✓ NO | | | |
| | | | ii 1ES, give deta | iis (Country). | | | |
| 40. | Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma | gana Carta for Disabled Persons (RA | | | | | |
| | 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972) | | | | | | |
| a. | Are you a member of any indigenous group? | | ☐ YES | ☑ NO | | | |
| | | | If YES, please speci | | | | |
| 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 speci | TV ID NO: | | | |
| 41. | REFERENCES (Person not related by consanguinity or affinity to applicant | /appointee) | | | | | |
| | NAME | ADDRESS | TEL. NO. | SECURIOR CONTROL OF CONTROL OF | | | |
| | BABY MARY ROESDY DEMILLO | SAN MARINO RESIDENCES J. DE VEYRA | 09178374236 | | | | |
| \vdash | | ST. CEBU CITY CEBU | 00110014200 | | | | |
| | KRISTINE MARIE TORRES | TALISAY CITY CEBU | 09173497215 | | | | |
| | BERNARDINA CARCEDO | JUGAN CONSOLACION CEBU | 09177091788 | | | | |
| 42. | I declare under oath that I have personally accomplished | | | | | | |
| | complete statement pursuant to the provisions of pertine | ent laws, rules and regulations of the F | Republic of the | | | | |
| | Philippines. I authorize the agency head/authorized repre | esentative to verify/validate the contents | stated herein. | | | | |
| | I agree that any misrepresentation made in this doc | ument and its attachments shall caus | e the filing of | РНОТО | | | |
| | administrative/criminal case/s against me. | | | | | | |
| G | overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) | | | | | | |
| | EASE INDICATE ID Number and Date of Issuance | 1 | | | | | |
| Go | vernment Issued ID: PRC ID | 150 | | | | | |
| ID | License/Passport No.: 015876 | | | 4 | | | |
| lH | | x) | | | | | |
| Da | te/Place of Issuance: CEBU CITY | | Right Thumbmark | | | | |
| | OUROORIES AND OUROPHY A COMMISSION OF THE COMMIS | | | | | | |
| | SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above. | | | | | | |
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| | Person Administering Oath | | | | | | |