

PDS

CS Form No. 212  
Revised 2017

## PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal charges.

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	SALVO		
FIRST NAME	MONETTE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ROMARATE		
3. DATE OF BIRTH (mm/dd/yyyy)	SEPTEMBER 12, 1977	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ZAMBOANGA CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	BLK. 14 LOT 17 House/Block/Lot No. Street LOLITA HOMES GUINDAPUNAN Subdivision/Village Barangay PALO LEYTE City/Municipality Province ZIP CODE 6501
7. HEIGHT (m)	1.56m	18. PERMANENT ADDRESS	BLK. 14 LOT 17 House/Block/Lot No. Street LOLITA HOMES GUINDAPUNAN Subdivision/Village Barangay PALO LEYTE City/Municipality Province ZIP CODE 6501
8. WEIGHT (kg)	48 kg	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	A+	20. MOBILE NO.	0951-032-7090
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	monette.r.salvo@gmail.com
11. PAG-IBIG ID NO.	1211-5147-3012		
12. PHILHEALTH NO.	1302-5023-5039		
13. SSS NO.	0111-6420-8255		
14. TIN NO.	212-746-868		
15. AGENCY EMPLOYEE NO.	lph-00916		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SALVO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HANSEL JON	NAME EXTENSION (JR., SR)	ANGELICA MONIQUE R. SALVO	05/06/2004
MIDDLE NAME	AURELIA		YVES XAVIER R. SALVO	10/05/2005
OCCUPATION	GOVERNMENT EMPLOYEE		FRANCIS XAVIER R. SALVO	06/21/2007
EMPLOYER/BUSINESS NAME	N/A		ALLYSA ANNE R. SALVO	07/04/2009
BUSINESS ADDRESS	N/A		SOPHIA ANNE R. SALVO	07/04/2009
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ROMARATE			
FIRST NAME	RAUL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ASENSI			
25. MOTHER'S MAIDEN NAME				
SURNAME	TOLEDO			
FIRST NAME	BRENDA			
MIDDLE NAME	EDROSOLANO			

(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	LIANGA CENTRAL ELEMENTARY SCHOOL	ELEMENTARY	1985	1990	GRADUATE	1989	WITH HONORS
SECONDARY	LICEO DE CAGAYAN UNIVERSITY	HIGH SCHOOL	1990	1994	GRADUATE	1994	WITH HONORS
COLLEGE	WESTERN MINDANAO STATE UNIVERSITY	BACHELOR OF SCIENCE IN BIOLOGY	1994	1999	GRADUATE	1999	DIPLOMA



#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

**V. WORK EXPERIENCE**

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]



29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	JUNIOR JAYCEES	03/15/1992	03/24/1994	N/A	SECRETARY

<b>VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED</b> <i>(Start from the most recent L&amp;D/training program and include only the relevant L&amp;D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)</i>	
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[illegible]

VIII. 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	N/A	N/A
COMMUNICATION SKILLS / WRITING SKILLS		



<p>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 Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<div style="text-align: right; font-size: 2em; font-weight: bold; margin-bottom: 10px;">PDS</div> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____ Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>GLENYSS R. PRESNILLA</td> <td>TACLOBAN CITY</td> <td>9356044618</td> </tr> <tr> <td>CLARK WENDEL D. AURELIA</td> <td>PALO LEYTE</td> <td>9179412855</td> </tr> <tr> <td>ROBERTO JR. D. BERNARDO</td> <td>PALO LEYTE</td> <td>9558734290</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	GLENYSS R. PRESNILLA	TACLOBAN CITY	9356044618	CLARK WENDEL D. AURELIA	PALO LEYTE	9179412855	ROBERTO JR. D. BERNARDO	PALO LEYTE	9558734290
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>UMID ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0006-1733901-2</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>TACLOBAN CITY</td> </tr> </table>	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	ID/License/Passport No.:	0006-1733901-2	Date/Place of Issuance:	TACLOBAN CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 80px;"> </td> </tr> <tr> <td style="text-align: center;">                 Signature (Sign inside the box)  <u>6/13/2023</u>                  Date Accomplished             </td> </tr> </table>		Signature (Sign inside the box) <u>6/13/2023</u> Date Accomplished
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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> <p style="text-align: center;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> </div> <div style="width: 35%; text-align: center;"> <p>PHOTO</p> </div> </div>													