CS Form No. 212

SIGNATURE

Revised 2017 PERSONAL DATA SHEET WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filling 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. 1. CS ID No. Print legibly. Tick appropriate boxes 🔲) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) I. PERSONAL INFORMATION 2. SURNAME SEDANO NAME EXTENSION (JR., SR) FIRST NAME SHEREE ANNE SANDOVAL MIDDLE NAME 3. DATE OF BIRTH 11/15/1997 16. CITIZENSHIP ☑ Filipino □ Dual Citizenship (mm/dd/yyyy) ☐ by birth ☐ by naturalization **TACLOBAN CITY** 4. PLACE OF BIRTH If holder of dual citizenship. Pls. indicate country: please indicate the details. ☑ Female 5. SEX ☐ Male 17. RESIDENTIAL ADDRESS BLOCK 17 LOT 7 ☐ Married N/A ☑ Single 6 CIVIL STATUS House/Block/Lot No □ Separated □ Widowed GUADALUPE HEIGHTS 2 105, SUHI ☐ Other/s: Subdivision/Village Barangay TACLOBAN LEYTE 7. HEIGHT (m) 1.55 m City/Municipality Province ZIP CODE 6500 8. WEIGHT (kg) 70 kgs 18. PERMANENT ADDRESS BLOCK 12 LOT 14 N/A 9. BLOOD TYPE B+ House/Block/Lot No. Street FRIENDLY VILLAGE 2 SAN PABLO 10. GSIS ID NO. NA Barangay Subdivision/Village ORMOC LEYTE 11. PAG-IBIG ID NO. 1212-0235-8006 City/Municipality Province ZIP CODE 6541 1302-5462-0395 12 PHILHEALTH NO. 06-3950562-0 19. TELEPHONE NO. N/A 13. SSS NO. 09090705811 / 09058246250 14. TIN NO. 338-188-845 20. MOBILE NO. SHERSEDANO@GMAIL.COM 15. AGENCY EMPLOYEE NO. NA 21. E-MAIL ADDRESS (if any) **FAMILY BACKGROUND** 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME N/A NAME EXTENSION (JR., SR) N/A N/A FIRST NAME N/A N/A N/A N/A MIDDLE NAME N/A N/A N/A OCCUPATION N/A N/A N/A EMPLOYER/BUSINESS NAME N/A N/A N/A **BUSINESS ADDRESS** N/A N/A TELEPHONE NO. N/A N/A N/A 24. FATHER'S SURNAME SEDANO NAME EXTENSION (JR., SR) N/A N/A FIRST NAME SHEREY N/A N/A MIDDLE NAME **BACOLBAS** N/A N/A MOTHER'S MAIDEN NAME N/A N/A SURNAME SANDOVAL N/A N/A FIRST NAME ANNIE **FLORES** (Continue on separate sheet if necessary) MIDDLE NAME EDUCATIONAL BACKGROUND SCHOLARSHIP/ ACADEMIC HIGHEST LEVEL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE 26. NAME OF SCHOOL LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED (if not graduated) RECEIVED From To ORMOC CITY CENTRAL SCHOOL **ELEMENTARY** 2007 2009 GRADUATED 2009 N/A ELEMENTARY SECONDARY ORMOC SE SAN SCHOOL, INC. GRADUATED SECONDARY 2009 2013 2013 N/A

VOCATIONAL / N/A NA N/A N/A N/A N/A N/A TRADE COURSE **BACHELOR OF SCIENCE IN ACCOUNTING** WESTERN LEYTE COLLEGE OF ORMOC, INC. GRADUATED 2013 2017 2017 N/A COLLEGE TECHNOLOGY NA N/A NA N/A N/A N/A **GRADUATE STUDIES** nue on separate sheet if necessary) Jedans

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CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE CAREER SERVICE PROFESSIONAL DRIVER'S LICENSE NON-PROFESSIONAL			(If Applicable) EXAMIN/	DATE OF EXAMINATION / CONFERMENT	EXAMINATION / PLACE OF EXAMINA		RMENT	LICENSE (if a	Date of
				10/23/2016	TACLOR	TACLOBAN CITY		N/A	Validity N/A
			N/A		the state of the s	BAN CITY		H03-18-002402	-
			N/A	N/A TACLOR		DAN CITY		1103-16-002402	11/15/2032
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28. INCLUS	nte employment. SIVE DATES n/dd/yyyy)	POSITION TI (Write in full/Do not a	TLE	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	GOVT SERVICE
From	To						(Formal '00-0') INCREMENT		(Y/N)
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VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMEN			Y ORGANIZATI	ON/S	the second of the second secon	
29. NAME & ADDRESS OF OR (Write in full)			SIVE DATES n/dd/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK	
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VII. LEARNING AND DEVELOPMENT (L&D)		ontinue on separat PROGRAMS		ry)			
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
(Write in full)							
SEMINAR ON TAX REDUCTION	97/21/2018	07/21/2018	4.0	TECHNICAL	SISON CORILLO PARONE & CO.		
UPDATES & CLARIFICATION ON BIR ISSUAN	07/21/2018	07/21/2018	4.0	TECHNICAL	SISON CORILLO PARONE & CO.		
A COMPREHENSIVE GUIDE IN FILLING T	02/28/2018	02/28/2018	4.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC		
INCOME TAX BASICS, BUSINESS REGISTRATIO	08/31/2017	08/31/2017	4.0	TECHNICAL	ACCOUNTANTS - ORMOC CITY CHAPTER PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS - ORMOC CITY CHAPTER		
PHILIPPINE ACCOUNTANCY	02/25/2017	02/25/2017	8.0	TECHNICAL	NATIONAL FEDERATION OF JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS		
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	(Co	ontinue on separat	a sheet if necessa	and)			
VIII. OTHER INFORMATION	140 140 140 140 140 140 140 140 140 140				-		
31. SPECIAL SKILLS and HOBBIES	31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) 33. MEMBERSHIP					33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
BASIC COMPUTER TROUBLESHOOTING		NATIONAL INSTITUTE OF ACCOUNTING					
LANGUAGES AND DIALECT SPOKEN -	NA NA				TECHNICIANS PHILIPPINE ASSOCIATION OF CERTIFIED		
FILIPINO, ENGLISH, BISAYA & WARAY- CAN DRIVE Motorcycle and 4-wheel MOTOR						TAX TECHNICIAN	
VEHICLES BOTH AUTOMATIC AND MANUAL			PART OF				
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	rchief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,	supervision over you in the Office,			
	a. within the third degree?		☐ YES ☑ NO		
	b. within the fourth degree (for Local Government Unit - Care	☐ YES ☑ NO If YES, give details:			
15.	a. Have you ever been found guilty of any administrative offe	☐ 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 arby any court or tribunal?	☐ YES ☑ NO If YES, give details:			
37.	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en out (abolition) in the public or private sector?	✓ YES □ NO If YES, give details: ABOLITION			
38.	a. Have you ever been a candidate in a national or local election Barangay election)?	☐ YES ☑ NO If YES, give details:			
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:			
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):			
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),				
	Are you a member of any indigenous group?	☐ YES ☑ NO If YES, please specify:			
•	Are you a person with disability?	☐ YES ☑ NO			
	Are you a solo parent?	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 NAME	/appointee)	TEL. NO.		
	ALFREDO Q. CAPATOY JR	VSU-ALANGALANG, LEYTE	0919 686 8331		
	CEASAR Y. GONATO	OLTC-ORMOC CITY	0920 924 0504		
	JAIME ARQUILLANO	LOPEZ JAENA ST., ORMOC CITY	(053) 561- 4325		
42.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized representations of the provisions of pertine Philippines.	ent laws, rules and regulations of the	Republic of the ed herein.		
	agree that any misrepresentation made in this docur administrative/criminal case/s against me.		e the filing of PHOTO		
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