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

Revised 2017 PERSONAL DATA SHEET READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CŞ ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. GARCES 2. SURNAME IAME EXTENSION (JR., SR) MARK I OUIS FIRST NAME MIDDLE NAME LELIS 3. DATE OF BIRTH 1/21/1997 16. CITIZENSHIP ✓ Filipino ☐ Dual Citizenship (mm/dd/yyyy) **☑**by birth by naturalization 4. PLACE OF BIRTH HILONGOS, LEYTE If holder of dual citizenship, Pls. indicate country: please indicate the details **✓** Male Female 5. SEX ✓ Single Married 17. RESIDENTIAL ADDRESS N/A N/A 6 CIVIL STATUS House/Block/Lot Street □ Widowed ■ Separated KILIM Other/s: Baranga ubdivision/V BAYBAY LEYTE 7. HEIGHT (m) 1 70 m Citv/Municipalit 8. WEIGHT (kg) 70 kg ZIP CODE 6521 18. PERMANENT ADDRESS N/A N/A 9. BLOOD TYPE B+ House/Block/Lot No Stree MATAPAY CENTRAL DISTRICT 10. GSIS ID NO. N/A Subdivision/Village Barangay HILONGOS 11. PAG-IBIG ID NO. 1211-9088-4558 City/Municipality Province 12. PHILHEALTH NO. ZIP CODE 13-250490350-1 6524 13. SSS NO. 06-3865957-7 19. TELEPHONE NO. N/A 14. TIN NO. 474-371-554 +639094919643 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. N/A 21. E-MAIL ADDRESS (if any) mlgarces321@gmail.com 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) N/A FIRST NAME N/A N/A N/A MIDDLE NAME N/A N/A N/A N/A OCCUPATION N/A N/A N/A N/A EMPLOYER/BUSINESS NAME N/A BUSINESS ADDRESS N/A N/A N/A TELEPHONE NO. N/A N/A N/A GARCES 24. FATHER'S SURNAME N/A NAME EXTENSION (JR., SR) N/A LUISITO N/A FIRST NAME N/A CAGADAS N/A MIDDLE NAME N/A 25. MOTHER'S MAIDEN NAME N/A N/A LELIS N/A SURNAME N/A FIRST NAME ZENAIDA N/A ARCAY (Continue on separate sheet if necessary) MIDDLE NAME III. EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC YEAR GRADUATED LEVEL HONORS (Write in full) (Write in full) (if not graduated) RECEIVED From To WITH HILONGOS SOUTH CENTRAL SCHOOL ELEMENTARY EDUCATION ELEMENTARY 2005 2010 N/A 2010 **HONORS** WITH HILONGOS NATIONAL VOCATIONAL SCHOOL SECONDARY EDUCATION SECONDARY 2010 2014 N/A 2014 HONORS PERSONAL COMPUTER HARDWARE BEST IN VOCATIONAL / HILONGOS NATIONAL VOCATIONAL SCHOOL 2010 2014 N/A 2014 TRADE COURSE SERVICING PCHS DOST VISAYAS STATE UNIVERSITY- MAIN CAMPUS 163 UNITS COLLEGE BS IN COMPUTER SCIENCE 2017 2024 N/A SCHOLAR MAFRSK UNIVERSITY OF CEBU - METC BS IN MARINE ENGINEERING GRADUATE STUDIES 2017 N/A 2017 2014 SCHOLAR

AGAR)

SIGNATURE

March 4, 2024

DATE

IV. CIVIL SERVICE ELIGIBILITY 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER				DATE OF				LICENSE (if ap	oplicable)
	SPECIAL LAV	WS/ CES/ CSEE	RATING (If Applicable)	DATE OF EXAMINATION / PLACE OF EXAMINATION		TION / CONFER	RMENT	NUMBER	Date of
BARANGAY ELIGIBILITY / DRIVER'S LICENSE 1. CAREER SERVICE SUBPROFESSIONAL			, ,, ,	CONFERMENT SAINT JOSEPH COL		LEGE, MAASIN CITY,			Validity
EXAMINATION 2. CAREER SERVICE PROFESSIONAL			82.8		SAINT JOSEPH COLL			N/A	N/A
EXAMINATION			81.5	4/8/2019 SOUTHERN L				N/A	N/A
3.DRIVER'S LICENSE			N/A	N/A	AYBAY CITY, LEYTE		N/A	N/A	
N/A			N/A	N/A	I/A		N/A	N/A	
N/A		N/A	N/A N		N/A		N/A	N/A	
N/A		N/A	N/A N		N/A		N/A	N/A	
N/A		N/A	N/A	N/A			N/A	N/A	
V. WORK E	XPERIENCE		(Co.	ntinue on separate sheet	if necessary)				
		nt. Start from your recer	nt work) Description	on of duties should	be indicated in the attacl	ned Work Ex	1	et.	
(mr	SIVE DATES m/dd/yyyy)	POSITION T (Write in full/Do not		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From JUNE 2018	To	ENCODE	:D	OFFICE OF THE SCHOOL REGISTRAR -		P25/HOUR		STUDENT'S	Y
FEBRUARY	AUGUST 2019 MAY 2018	CLERK		VSU MAIN LOCAL CIVIL REGISTRAR - LGU		P25/HOUR P200/DAY	N/A N/A	ASSISSTANT JOB ORDER	Y
2018 SEPTEMBER	PRESENT	CLERK		SUPPLY AND PR	LONGOS OPERTY OFFICE - VSU	P603.4/DAY	N/A	JOB ORDER	Y
11, 2023 N/A	N/A	N/A		MAIN	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A		N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A		N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A		N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
N/A N/A	N/A	N/A N/A			N/A	N/A	N/A	N/A	N/A
N/A N/A	N/A N/A	N/A N/A		N/A N/A		N/A N/A	N/A N/A	N/A N/A	N/A N/A
N/A	N/A	N/A			N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A
N/A	N/A	N/A			N/A	N/A N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A
		(Contin		tinue on separate sheet if necessary)			<u>.</u>		
SIGNATURE		HAR.			DATE			1 4, 2024 S FORM 212 (Revised 2)	

VI. VOL	UNTARY WORK OR INVOLVEMENT I	N CIVIC / NON-GOVERNMENT /	PEOPLE / VO	DLUNTARY OI	RGANIZATION	//S		
29. NAME & ADDRESS OF O			INCLUSIVE DATES		NUMBER OF HOURS		DOCITION (MATURE OF WORK	
	(Write in full)		(mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK		
	N/A			N/A	N/A		N/A	
	N/A			N/A	N/A	N/A		
N/A			N/A	N/A	N/A	N/A		
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
N/A				N/A	N/A	N/A		
	N/A	N/A	N/A	N/A	N/A			
VII I EA	ARNING AND DEVELOPMENT (L&D)		tinue on separate)			
	INVING AND DEVELOPMENT (LGD)	NTERVENTIONS/TRAINING FR	INCLUSIVE DATES OF			Type of LD		
30.	30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)			ATTENDANCE (mm/dd/yyyy)		(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
DESO Te	chnical Support Staff Training		From 02/25/22	To 02/26/22	16	Technical	Commission on Elections	
	Hardware Servicing Training		05/08/23	05/12/23	40	Technical	Leyte Technology Livelihood Development &	
Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State				11/29/23	5	Managerial	Productivity Center Visayas State University - Main Campus	
University HRIS Soft	tware Onboarding		11/29/23	12/06/23	5	Technical	Visayas State University - Main Campus	
	N/A		N/A	N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
	N/A		N/A	N/A	N/A	N/A	N/A	
	N/A			N/A	N/A	N/A	N/A	
VIII. OT	HER INFORMATION	(Con	tinue on separate s	sneet IT necessary				
31.	SPECIAL SKILLS and HOBBIES	32. NON-	-ACADEMIC DISTIN (Write	NCTIONS / RECOG	NITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	COMPUTER LITERATE	N/A					N/A	
BASKETBALL, TABLE TENNIS			N/A				N/A	
LISTENING MUSIC			N/A				N/A	
N/A				1		N/A		
N/A			N/A				N/A	
N/A			N/A				N/A	
	N/A	N/A					N/A	
	SIGNATURE	(Continue on separate sheet if necessary			DATE		March 4, 2024	
		4740	-					

	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Care	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details:						
35.	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 an any court or tribunal?	☐ YES ☑ NO If YES, give details:						
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fir in the public or private sector?	☐ YES ☑ NO If YES, give details:						
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 of	☐ YES ☑ NO If YES, give details:						
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):						
a. b. c.	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please Are you a member of any indigenous group? Are you a person with disability? 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	t /appointee)						
	NAME	ADDRESS	TEL. NO.					
	MAGDALENE C. UNAJAN RODERICK MAR UNAJAN	Head, DCST, Visayas State University, Baybay, Leyte Admin Aid, IHK, Visayas State University, Baybay, Leyte	09171304169 09778179877					
	JANE FRANCIS V. LOBEDICA	HRMO IV, LGU - HILONGOS	567-9715	~=/				
42.	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. agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.							
P G	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: DRIVER'S LICENSE ID/License/Passport No.: H12-15-002815 Date/Place of Issuance: BAYBAY CITY, LEYTE Date Accomplished			Right Thumbmark				
	SUBSCRIBED AND SWORN to before me this		, ,	government ID as indicated above.				
		Person Administering Oath	h					