

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	Mejor		
FIRST NAME	Sheena		NAME EXTENSION (JR., SR)
MIDDLE NAME	Mendoza		
3. DATE OF BIRTH (mm/dd/yyyy)	13/02/1994	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	Viga, Catanduanes	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"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Zone 4 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6521
8. WEIGHT (kg)	47		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Zone 4 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	03-05108286710	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09972852982
14. TIN NO.	437-840-761-000	21. E-MAIL ADDRESS (if any)	rojem2013@gmail.com
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Mejor		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Edgardo	NAME EXTENSION (JR., SR)	Kisses Mendoza Mejor	09/02/2017
MIDDLE NAME	Damalerio			
OCCUPATION	Network Controller			
EMPLOYER/BUSINESS NAME	ATI-RTC8			
BUSINESS ADDRESS	Visca, Baybay City, Leyte			
TELEPHONE NO.	563-7635			
24. FATHER'S SURNAME	Mendoza			
FIRST NAME	Rowell	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Calizo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Ogalesco			
FIRST NAME	Brenda			
MIDDLE NAME	Tolon			

(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	Buenavista Elementary School	Primary	2000	2006	N/A	2006	Valedictorian
SECONDARY	Tambognon National High School	Secondary	2006	2010	N/A	2010	with honors
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Franciscan Collge of the Immaculate Conception	Bachelor of Science in Business Administration-Major in Financial Management	2011	2016	N/A	2016	with honors
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/29/2021
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[illegible]

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

[illegible]

SIGNATURE		DATE	10/29/2021
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[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)
Cross Stitching	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/29/2021
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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: _____

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.
Menchu Sabando	Baybay City, Leyte	560-9887
Mark Anthony Alinsub	Baybay City, Leyte	563-7590
Annabelle M. Garciano	Baybay City, Leyte	563-7635

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.



PHOTO



Right Thumbmark

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

Government Issued ID: **PhilHealth**

ID/License/Passport No.: **03-051082867-0**

Date/Place of Issuance: **Baybay City, Leyte**

Signature (Sign inside the box)
10/29/2021
Date Accomplished

SUBSCRIBED AND SWORN to before me this

OCT 29 2021

applicant exhibiting his/her validly issued government ID as indicated above.

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Series of 2021

ATTY. EDEN B. CHAVEZ-BUTAWAN
Notary Public for Province of Leyte, City of Baybay
N.C No. B-19-01-04, February 6, 2019
Until December 31, 2020
(Extended Until December 31, 2021)-B.M. 3795
R. Magwayay-Avalos, Baybay City, Leyte
PTR No. 015048349-12/07/20
IBP No. 134494-12/11/20
TIN No. 207-628-029
Roll No. 42391
MCE Compliance No. VI-0011118

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: June 2021 – September 27, 2021
- Position: Branch Accountant
- Name of Office/Unit: Community Economic Ventures Inc.
- Name of Immediate Supervisor: Menchu Sabando
- Name of Agency/Organization and Location: Community Economic Ventures Inc., Baybay City, Leyte

- Summary of Actual Duties

- Provides financial information to management by researching and analyzing **accounting** data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information and performs other related functions.

- Duration: January 2018 – May 2019
- Position: Branch Accountant
- Name of Office/Unit: Lamac Multi-Purpose Cooperative
- Name of Immediate Supervisor: Mark Anthony Alinsub
- Name of Agency/Organization and Location: Lamac Multi-Purpose Cooperative, Baybay City, Leyte

- Summary of Actual Duties

- Provides financial information to management by researching and analyzing **accounting** data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information and performs other related functions.

- Duration: March 2016 – April 2017
- Position: Administrative Aide
- Name of Office/Unit: Supply
- Name of Immediate Supervisor: Gregorio M. Nuñez
- Name of Agency/Organization and Location: Agricultural Training Institute-Regional Training Center 8, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Assist in keeping track of the finances of the agency in relation to incoming and outgoing **supplies**. This involves preparation of purchase orders; coordinating the process of purchasing and distribution; and comparing purchase orders with invoices to ensure accuracy and performs other related functions.

- Duration: August 2013 – April 2017
- Position: Frontline Crew
- Name of Office/Unit: Chowking
- Name of Agency/Organization and Location: Chowking – SM North Edsa, Metro Manila

- Summary of Actual Duties

- Responsible for food preparation, customer service, and maintaining cleanliness and performs other related functions.


SHEENA M. MEJOR

(Signature over Printed Name of Employee/Applicant)

Date: 10/29/2021