

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	MERCADO		
FIRST NAME	SHERYL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MATOBATO		
3. DATE OF BIRTH (mm/dd/yyyy)	DECEMBER 18, 1990	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	ALANGALANG, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.55 m	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BOBONON Subdivision/Village Barangay ALANGALANG LEYTE City/Municipality Province
8. WEIGHT (kg)	55 kg	ZIP CODE	6517
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No. Street BOBONON Subdivision/Village Barangay ALANGALANG LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6517
11. PAG-IBIG ID NO.	1211-4400-4990	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-201338841-9	20. MOBILE NO.	0927-878-2912
13. SSS NO.	06-3345019-5	21. E-MAIL ADDRESS (if any)	shemercado1990@gmail.com / smercadox@gmail.com
14. TIN NO.	468-943-192		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	N/A		N/A	
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MERCADO			
FIRST NAME	MARITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ARPON			
25. MOTHER'S MAIDEN NAME				
SURNAME	MATOBATO			
FIRST NAME	OFELIA			
MIDDLE NAME	CATINDOY			

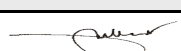
(Continue on separate sheet if necessary)

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	STA. FE CENTRAL SCHOOL	ELEMENTARY	1997	2003		2003	ACHIEVER
SECONDARY	STA. FE NATIONAL HIGH SCHOOL	SECONDARY	2003	2007		2007	N/A
VOCATIONAL /	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN BIOLOGICAL SCIENCES	2007	2011		2011	N/A
GRADUATE STUDIES	EASTERN VISAYAS STATE UNIVERSITY	MASTER OF ARTS IN EDUCATION- MAJOR IN ADVANCED SCIENCE EDUCATION	2017	2019	32 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	AUGUST 2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					
29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
	From	To			
N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)					
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED					
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
INTEGRATION OF GENDER PRINCIPLES IN SUBJECT CONTENT	FEBRUARY 25, 2025		8 HRS		UNIVERSITY OF CEBU - LAPULAPU & MANDAUE
"CASCADING THE INSTITUTIONAL STRATEGIC PLAN FOR 2024-2029" CRAFTING/REVISITING THE ANNUAL PLAN	OCTOBER 02, 2024		8 HRS		UNIVERSITY OF CEBU - BANILAD
EIGHT (8) PRINCIPLES OF RECORD KEEPING	AUGUST 24, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
INSTRUMENT DEVELOPMENT AND VALIDATION	AUGUST 02, 2024		4 HRS		UNIVERSITY OF CEBU - BANILAD
SEMINAR ON RESEARCH PUBLICATION	JULY 29, 2024		8 HRS		UNIVERSITY OF CEBU - LAPULAPU & MANDAUE
MAGNA CARTA OF WOMEN ORIENTATION	JULY 26, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
ADDRESSING DIVERSE LEARNING STYLES AND NEEDS	JULY 24, 2024		8 HRS		UNIVERSITY OF CEBU - BANILAD
FILIPINO BRAND OF SERVICE EXCELLENCE	JULY 23, 2024		8 HRS		UNIVERSITY OF CEBU - BANILAD
THE FORGOTTEN ART OF QUESTIONING: ITS PLACE IN THE 21st CENTURY CLASSROOM	JULY 22, 2024		8 HRS		UNIVERSITY OF CEBU - BANILAD
PERFORMANCE EVALUATION WORKSHOP FOR NON-TEACHING PERSONNEL	JULY 20, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
HEALING OF THE INNER CHILD	JULY 19, 2024		4 HRS		UNIVERSITY OF CEBU - MAIN
LEADERSHIP TALK - PERFORMANCE EVALUATION	JULY 17, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
FTF LMS RE-ORIENTATION OF MARITIME AND CUSTOMS ADMINISTRATION FACULTY	JULY 16, 2024		4 HRS		UNIVERSITY OF CEBU - LAPULAPU & MANDAUE
CUSTOMER SERVICE FOR FRONT-LINE STAFF	JULY 13, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
THE ART OF TEACHING FORENSIC SCIENCE	JULY 11, 2024	JULY 12, 2024	8 HRS		UNIVERSITY OF CEBU - LAPULAPU & MANDAUE
CUSTOMER SERVICE WITH SIMULATION	JULY 06, 2024		4 HRS		UNIVERSITY OF CEBU - MAIN
HR 101 SKILLS & PROCUREMENT EVALUATION	JULY 05, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
TRAINING WORKSHOP ON RESEARCH METHODS FOR COMMUNITY EXTENSION SERVICES	JULY 04, 2024		8 HRS		UNIVERSITY OF CEBU - LAPULAPU & MANDAUE
SOGIE ORIENTATION	JULY 03, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
GENDER SENSITIVITY TRAINING	JULY 02, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
EMPOWERING THE DIGITAL AGE: THE IMPORTANCE OF COMPUTER LITERACY	JUNE 27, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
FACULTY IN-SERVICE TRAINING 2024: PLENARY SESSION	JUNE 26, 2024		8 HRS		HOOPSDOME, HUMAY-HUMAY ROAD, LAPULAPU CITY, CEBU
HANDLING CUSTOMERS REQUEST & COMPLAINT, KNOWLEDGE & PRACTICE OF RECORD MANAGEMENT	JUNE 20, 2024		8 HRS		UNIVERSITY OF CEBU - MAIN
GENDER SENSITIVITY TRAINING (GST) FOR THE CHEDRO VII PERSONNEL	DECEMBER 19, 2023		8 HRS		SOPHIA'S WAY EVENTS PLACE, TACLOBAN CITY, LEYTE
CLUSTER WORKSHOP RELATIVE TO THE LOCAL GRADUATE SCHOLARSHIPS OFFICE (LGSO) PROGRAMS	NOVEMBER 28, 2023	DECEMBER 01, 2023	32 HRS		ACASIA HOTEL, DAVAO CITY
CHEDRO VIII 2023 MID-YEAR ASSESSMENT AND PLANNING AND LEARNING AND DEVELOPMENT: PHASE 1 REGIONAL SPORTS FESTIVAL	JULY 25, 2023	JULY 26, 2023	16 HRS		SHYDAN'S BEACH RESORT, BRGY. SAN JOSE, DULAG, LEYTE
SEMINAR ON PUBLIC FINANCIAL MANAGEMENT FOCUSING ON PROCUREMENT	APRIL 17, 2023		8 HRS		COMMISSION ON HIGHER EDUCATION REGIONAL OFFICE VIII
2022 HEI REGISTRARS AND RECORDS OFFICERS' CONVERGENCE IN REGION VII	NOVEMBER 07, 2022		8 HRS		LEYTE NORMAL UNIVERSITY, TACLOBAN CITY
(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)		
ORGANIZATIONAL SKILLS	<p>CERTIFICATE OF APPRECIATION EVALUATOR DURING THE SEARCH FOR OUTSTANDING CARES VOLUNTEER AWARD 2024. GIVEN ON 28th DAY OF JUNE 2024 AT THE UNIVERSITY OF CEBU - LAPULAPU & MANDAUE CAMPUS</p>		<p>CERTIFICATE OF RECOGNITION GUIDING & NURTURING WORK IMMERSION STUDENTS DURING THE SCHOOL YEAR 2023-2024. GIVEN ON 18th DAY OF MAY 2024 AT THE DON GERARDO LL. OUANO MEMORIAL NATIONAL HIGH SCHOOL, OPAO MANDAUE CITY, CEBU</p>		
TECHNICAL SKILLS	<p>PLAQUE OF APPRECIATION RECOGNITION OF ALMOST EIGHT (8) YEARS OF DEDICATED SERVICE, COMMITMENT, & TALENTS ON THE IMPLEMENTATION OF THE K TO 12 TRANSITION & LOCAL GRADUATE SCHOLARSHIP PROGRAMS AT THE COMMISSION ON HIGHER EDUCATION - REGIONAL OFFICE VIII. GIVEN ON 20th DAY OF DECEMBER 2023 IN TACLOBAN CITY, LEYTE</p>		<p>CERTIFICATE OF RECOGNITION MEMBER OF THE SIRAK EDITORIAL TEAM. GIVEN ON 20th DAY OF DECEMBER 2023 AT SOPHIA'S WAY EVENTS PLACE, TACLOBAN CITY</p>		
LANGUAGE PROFICIENCY	<p>CERTIFICATE OF RECOGNITION COMMITTEE MEMBER YEAR-END PERFORMANCE ASSESSMENT, TARGET SETTING, AND PLANNING. GIVEN ON 20th DAY OF DECEMBER 2023 AT SOPHIA'S WAY EVENTS PLACE, TACLOBAN CITY</p>		<p>CERTIFICATE OF APPRECIATION COMMITTEE MEMBER DURING THE VIP ON-THE-SPOT PAINTING CONTEST - PHASE 1 REGIONAL COMPETITION (VISAYAS) 2023, WITH THE THEME "PEACE BUILDS ONE REGION, ONE VISION". GIVEN ON 29th DAY OF MARCH 2023 AT THE COMMISSION ON HIGHER EDUCATION REGIONAL OFFICE VIII, TACLOBAN CITY</p>		
PHYSICAL ACTIVITY	<p>PUBLIC COURTESY AWARD FOR EXHIBITING UTMOST COURTESY, AMICABLENESS & POLITENESS IN ASSISTING THE CLIENTS & HIGHER EDUCATION STAKEHOLDERS AT THE PUBLIC ASSISTANCE DESK. GIVEN ON 16th DAY OF DECEMBER 2022 AT TIERRA DE MILAGROS RESORT, PALO, LEYTE</p>		<p>CERTIFICATE OF APPRECIATION OUTSTANDING & DISTINGUISHED SERVICE AS CONTRIBUTOR OF SIRAK, THE OFFICIAL PUBLICATION OF CHEDRO VIII. GIVEN ON 16th DAY OF DECEMBER 2022 AT TIERRA DE MILAGROS RESORT, PALO, LEYTE</p>		
COOKING AND TRYING NEW RECIPES	<p>CERTIFICATE OF APPRECIATION MEMBER OF THE MONITORING TEAM DURING THE ONSITE TERMINAL MONITORING OF THE ONE-LNU (ONLINE NORMALISTA EDUCATION - LEYTE NORMAL UNIVERSITY) PROJECT. GIVEN ON 10th DAY OF NOVEMBER 2022 AT LEYTE NORMAL UNIVERSITY, TACLOBAN CITY</p>				
READING NON-FICTION BOOKS					
DANCING					
(Continue on separate sheet if necessary)					
SIGNATURE				DATE	
				AUGUST 2025	

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</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, 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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">RESIGNATION IN PURSUIT OF STABILITY & SECURITY OF TENURE</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 (country): _____</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 items:</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>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: 30%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ENGR. SOCORRO Q. RAMOS CHIEF EDUCATION PROGRAM SPECIALIST, CHEDRO VIII</td> <td>TACLOBAN CITY</td> <td>888-1244</td> </tr> <tr> <td>DR. LEO D. CAMPOSANO SUPERVISING EDUCATION PROGRAM SPECIALIST, CHEDRO VIII</td> <td>TACLOBAN CITY</td> <td>888-1244</td> </tr> <tr> <td>ATTY. JULIUS P. PAQUEO CAMPUS HR HEAD</td> <td>LAPULAPU CITY, CEBU</td> <td>345-6322</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ENGR. SOCORRO Q. RAMOS CHIEF EDUCATION PROGRAM SPECIALIST, CHEDRO VIII	TACLOBAN CITY	888-1244	DR. LEO D. CAMPOSANO SUPERVISING EDUCATION PROGRAM SPECIALIST, CHEDRO VIII	TACLOBAN CITY	888-1244	ATTY. JULIUS P. PAQUEO CAMPUS HR HEAD	LAPULAPU CITY, CEBU	345-6322
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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 style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="text-align: center; padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: UMID</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: CRN-0111-9681360-5</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: 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/License/Passport No.: CRN-0111-9681360-5	Date/Place of Issuance: TACLOBAN CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;"> Signature (Sign inside the box) AUGUST 2025 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) AUGUST 2025 Date Accomplished						
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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px; position: relative;"> <div style="position: absolute; bottom: 5px; right: 5px; background: white; padding: 2px 5px;">Person Administering Oath</div> </div> </div> <div style="width: 35%; text-align: center;"> PHOTO </div> </div> <div style="border: 1px solid black; height: 80px; margin-top: 10px; position: relative;"> <div style="position: absolute; bottom: 5px; right: 5px; background: white; padding: 2px 5px;">Right Thumbmark</div> </div>													