

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 | GRANADA | | |
| FIRST NAME | ERIC | | NAME EXTENSION (JR., SR) |
| MIDDLE NAME | RUEDAS | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 11/19/1977 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization |
| 4. PLACE OF BIRTH | BAYBAY, LEYTE | If holder of dual citizenship, please indicate the details. | Pls. indicate country: |
| 5. SEX | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female | | Philippines |
| 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 | |
| 7. HEIGHT (m) | 1.7 | | House/Block/Lot No. Street AWAN HIPUSNGO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 8. WEIGHT (kg) | 67 | ZIP CODE | 6521 |
| 9. BLOOD TYPE | O | 18. PERMANENT ADDRESS | |
| 10. GSIS ID NO. | 2001739528 | | House/Block/Lot No. Street AWAN HIPUSNGO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 11. PAG-IBIG ID NO. | 170000037892 | ZIP CODE | 6521 |
| 12. PHILHEALTH NO. | 190500706167 | 19. TELEPHONE NO. | |
| 13. SSS NO. | 3359367491 | 20. MOBILE NO. | 0935-1690974 |
| 14. TIN NO. | 205485218 | 21. E-MAIL ADDRESS (if any) | rice7000@yahoo.com |
| 15. AGENCY EMPLOYEE NO. | ERG080108 | | |

II. FAMILY BACKGROUND

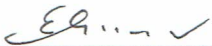
| | | | | |
|--------------------------|--------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | MAAGHOP | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | SWEET CHERRY | NAME EXTENSION (JR., SR) | SOPHIA LAUREN M. GRANADA | 6/26/2007 |
| MIDDLE NAME | RAPAS | | PAUL IAN M. GRANADA | 9/30/2013 |
| OCCUPATION | TEACHER | | | |
| EMPLOYER/BUSINESS NAME | DEPED BAYBAY | | | |
| BUSINESS ADDRESS | BAYBAY CITY | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME | GRANADA | | | |
| FIRST NAME | ANTONINO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | PARAGUYA | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | RUEDAS | | | |
| FIRST NAME | LOLITA | | | |
| MIDDLE NAME | SALINAS | | | |

(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 | SCHOLARS HIP/ ACADEMIC HONORS RECEIVED |
|---------------------------|---|---|----------------------|------------|--|----------------|--|
| | | | From | To | | | |
| ELEMENTARY | Gaas Elem. School | ELEMENTARY | 6/1/1985 | 3/31/1990 | | 1990 | |
| SECONDARY | Baybay Nat'l High School | SECONDARY | 6/1/1990 | 3/31/1994 | | 1994 | |
| VOCATIONAL / TRADE COURSE | | | | | | | |
| COLLEGE | Franciscan College of the Immaculate Conception | BACHELOR OF SCIENCE IN ACCOUNTANCY | 6/1/1994 | 3/31/1998 | | 1998 | |
| GRADUATE STUDIES | ASIAN College Dev. Foundation | MASTER IN MANAGEMENT | 6/16/2016 | 12/31/2018 | | 2018 | |

(Continue on separate sheet if necessary)

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| SIGNATURE |  | DATE | 1/25/2022 |
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| IV. CIVIL SERVICE ELIGIBILITY | | | | | |
|--|---------------------------|----------------------------------|-----------------------------------|-------------------------|------------------|
| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) | |
| | | | | NUMBER | Date of Validity |
| Certified Public Accountant | 78 | 5/1/2002 | Manila | 106305 | 06/07/2002 |
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V. WORK EXPERIENCE

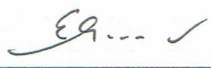
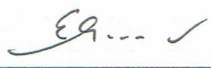
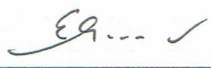







(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

| 28. INCLUSIVE DATES (mm/dd/yyyy) | | POSITION TITLE (Write in full/Do not abbreviate) | 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 | GOVT SERVICE (Y/ N) |
|-------------------------------------|------------|---|---|----------------|---|-----------------------|---------------------|
| From | To | | | | | | |
| 1/1/2022 | Present | Accountant III | OWWA RWO 8 | 52,864.00 | 19-5 | Regular | Yes |
| 1/1/2021 | 12/31/2021 | Accountant III | OWWA RWO 8 | 51,342.00 | 19-5 | Regular | Yes |
| 1/1/2020 | 12/31/2020 | Accountant III | OWWA RWO 8 | 49,820.00 | 19-5 | Regular | Yes |
| 1/1/2019 | 12/31/2019 | Accountant III | OWWA RWO 8 | 47,522.00 | 19-4 | Regular | Yes |
| 1/1/2018 | 12/31/2018 | Accountant III | OWWA RWO 8 | 44,020.00 | 19-4 | Regular | Yes |
| 8/1/2017 | 12/31/2017 | Admin. Officer V | OWWA RWO 8 | 40,776.00 | 19-4 | Regular | Yes |
| 1/1/2017 | 7/31/2017 | Admin. Officer V | OWWA RWO 8 | 40,227.00 | 19-3 | Regular | Yes |
| 1/1/2016 | 12/31/2016 | Admin. Officer V | OWWA RWO 8 | 37,312.00 | 19-3 | Regular | Yes |
| 8/1/2014 | 12/31/2015 | Admin. Officer V | OWWA RWO 8 | 34,608.00 | 19-3 | Regular | Yes |
| 6/1/2012 | 7/31/2014 | Admin. Officer V | OWWA RWO 8 | 34,231.00 | 19-2 | Regular | Yes |
| 8/1/2011 | 5/31/2012 | Admin. Officer V | OWWA RWO 8 | 30,880.00 | 19-1 | Regular | Yes |
| 6/1/2011 | 7/31/2011 | Admin. Officer V | OWWA RWO 8 | 30,474.00 | 19-0 | Regular | Yes |
| 6/26/2010 | 5/31/2011 | Admin. Officer V | OWWA RWO 8 | 27,088.00 | 19-0 | Regular | Yes |
| 7/1/2009 | 6/25/2010 | Admin. Officer V | OWWA RWO 8 | 23,703.00 | 19-0 | Regular | Yes |
| 8/1/2008 | 6/30/2009 | Admin. Officer V | OWWA RWO 8 | 19,168.00 | 18 | Regular | Yes |
| 7/20/2006 | 7/31/2008 | Admin. Officer II | DSWD F.O VIII | 11,588.50 | II | Regular | Yes |
| 9/1/2005 | 4/30/2006 | TIDS II | DTI - Leyte | 15,000.00 | N/A | MOA | No |
| 1/8/2001 | 3/15/2005 | Accountant | C & M Express Dec. System Inc. | 20,000.00 | N/A | Regular | No |
| 3/15/2000 | 8/30/2000 | Jr. Auditor | Anonymous Shop, Inc. | 8,000.00 | N/A | Contractual | No |
| 9/10/1999 | 3/14/2000 | Bookkeeper | Citylink Lending Corp. | 7,000.00 | N/A | Contractual | No |
| 3/15/1999 | 8/30/1999 | Jr. Auditor | Negros Navigation Co., Inc. | 6,000.00 | N/A | Contractual | No |
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| SIGNATURE |  | DATE | 1/25/2022 |
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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 | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED | | | | | | |
| (Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions) | | | | | | |
| 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 | | | |
| | Seminar Workshop on Coaching and Mentoring | 09/13/2021 | 09/14/2021 | 16 | Managerial | CIVIL SERVICE COMMISSION |
| | Strategic Performance Management System | 11/26/2019 | 11/27/2019 | 16 | Managerial | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Training Workshop on Preparation of PPMP and APP | 10/23/2019 | 10/24/2019 | 16 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Financial and Administrative Management Workshop | 10/16/2019 | 10/18/2019 | 24 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Psychological Wellness Training | 8/14/2019 | 8/16/2019 | 24 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | PAGBA 2nd Quarterly Seminar & Meeting | 5/1/2019 | 5/4/2019 | 32 | Technical | Philippine Association for Government Budget Administration, Inc. |
| | Rules on Administrative Cases in the Civil Service | 4/11/2019 | 4/12/2019 | 16 | Technical | CIVIL SERVICE COMMISSION |
| | Budget Preparation and Execution in GAA Fund | 2/11/19 | 2/11/19 | 4 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Annual National Convention cum Seminar AGIA | 10/9/2018 | 10/12/2018 | 32 | Technical | Association of Govt. Internal Auditors, Inc. |
| | Competency Based Roll Out Program | 9/28/2018 | 9/28/2018 | 8 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Seminar -Workshop on RA 9184 Procurement Act. | 8/23/2018 | 8/24/2018 | 16 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Comprehensive Corporate & VAT Taxation | 6/29/2018 | 6/29/2018 | 8 | Technical | PHIL. INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT |
| | Business Taxation: VAT & Percentage Taxes | 6/28/2018 | 6/28/2018 | 8 | Technical | PHIL. INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT |
| | 40th Annual National Convention of GACPA | 5/23/2018 | 5/26/2018 | 32 | Technical | Govt. Association of Certified Public Accountant |
| | 72nd Annual National Convention of PICPA | 11/22/2017 | 11/25/2017 | 24 | Technical | PHIL. INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT |
| | PICPA Seminars | 9/26/2017 | 9/27/2017 | 16 | Technical | PHIL. INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT |
| | Procurement Act Training | 9/6/17 | 9/8/17 | 24 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Psychosocial Support Facilitators Training | 7/3/17 | 7/5/17 | 24 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Govt. Accounting Manual Training | 9/19/2016 | 9/23/2016 | 40 | Technical | COMMISSION ON AUDIT |
| | PPSAS & RCA Training | 5/23/2016 | 5/27/2016 | 40 | Technical | COMMISSION ON AUDIT |
| | Govt. Procurement Reform Act. & Its Revised | 8/19/15 | 08/21/2015 | 24 | Technical | DEPARTMENT OF BUDGET & MANAGEMENT |
| | Unified Accounts Code Structure Training | 11/26/2014 | 11/27/14 | 16 | Technical | DEPARTMENT OF BUDGET & MANAGEMENT |
| | Moral Recovery | 07/10/2014 | 07/12/2014 | 24 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Team Building Activity | 06/22/2012 | 06/22/2012 | 8 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Gender and Development Planning Seminar | 05/26/2012 | 05/26/2012 | 8 | Technical | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Supervisory Development Course Track 2 & 3 | 10/25/2011 | 10/28/2011 | 32 | Supervisory | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| | Supervisory Development Course Track 1 | 10/11/2011 | 10/14/2011 | 32 | Supervisory | OVERSEAS WORKERS WELFARE ADMINISTRATION |
| (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) | | |
| | Computer Literate (MS Words,Excel,Powerpoint, PEACHTREE Acctng. Etc.) Play Ball Games | | | PICPA | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | DATE | 1/25/2022 | |

| <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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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 (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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MA. EVANGELINA V. FILAMOR</td> <td>TACLOBAN CITY</td> <td>321-4376</td> </tr> <tr> <td>PASTOR, MARY CATHERINE O.</td> <td>Deployed - Lebanon</td> <td></td> </tr> <tr> <td>SERGIO B. BORQUETA JR.</td> <td>Deployed - Saudi Riyadh</td> <td></td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | MA. EVANGELINA V. FILAMOR | TACLOBAN CITY | 321-4376 | PASTOR, MARY CATHERINE O. | Deployed - Lebanon | | SERGIO B. BORQUETA JR. | Deployed - Saudi Riyadh | | | |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | | | |
| MA. EVANGELINA V. FILAMOR | TACLOBAN CITY | 321-4376 | | | | | | | | | | | | | |
| PASTOR, MARY CATHERINE O. | Deployed - Lebanon | | | | | | | | | | | | | | |
| SERGIO B. BORQUETA JR. | Deployed - Saudi Riyadh | | | | | | | | | | | | | | |
| <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>PRC ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0106305</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>06/07/2002</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: | PRC ID | ID/License/Passport No.: | 0106305 | Date/Place of Issuance: | 06/07/2002 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 50px; text-align: center; vertical-align: middle;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">1/25/2022</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table> |  | Signature (Sign inside the box) | 1/25/2022 | Date Accomplished |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) | | | | | | | | | | | | | | | |
| PLEASE INDICATE ID Number and Date of Issuance | | | | | | | | | | | | | | | |
| Government Issued ID: | PRC ID | | | | | | | | | | | | | | |
| ID/License/Passport No.: | 0106305 | | | | | | | | | | | | | | |
| Date/Place of Issuance: | 06/07/2002 | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Signature (Sign inside the box) | | | | | | | | | | | | | | | |
| 1/25/2022 | | | | | | | | | | | | | | | |
| Date Accomplished | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">  </td> <td style="width: 50%; text-align: center;"> <p>PHOTO</p>  </td> </tr> <tr> <td style="text-align: center;">Right Thumbmark</td> <td></td> </tr> </table> | |  | <p>PHOTO</p>  | Right Thumbmark | | | | | | | | | | | |
|  | <p>PHOTO</p>  | | | | | | | | | | | | | | |
| Right Thumbmark | | | | | | | | | | | | | | | |
| <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">  MA. EVANGELINA V. FILAMOR Person Administering Oath </div> | | | | | | | | | | | | | | | |