

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	Mazo			
FIRST NAME	Lorbert	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Gonzales			
3. DATE OF BIRTH (mm/dd/yyyy)	08/13/1979	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	Brgy.Marcos Baybay City	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
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)	3.00	ZIP CODE	House/Block/Lot No. Street Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
8. WEIGHT (kg)	89.00		6521	
9. BLOOD TYPE	O		18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
11. PAG-IBIG ID NO.	N/A			
12. PHILHEALTH NO.	N/A			
13. SSS NO.	N/A	19. TELEPHONE NO.	1	
14. TIN NO.	N/A	20. MOBILE NO.	1	
15. AGENCY EMPLOYEE NO.	V00778	21. E-MAIL ADDRESS (if any)	lorbert.mazo@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Mazo		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ruth	NAME EXTENSION (JR., SR)	Giovann Paul D. Mazo	08/21/2005
MIDDLE NAME	Dioso		Kissie Lorraine D. Mazo	03/23/2009
OCCUPATION	Public TEacher		Yohance Benedict D. MAzo	06/06/2010
EMPLOYER/BUSINESS NAME	Department of Education			
BUSINESS ADDRESS	Baybay City, Leyte Philippines			
TELEPHONE NO.	09368231649			
24. FATHER'S SURNAME	Mazo			
FIRST NAME	Herminigildo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ababat			
25. MOTHER'S MAIDEN NAME	Bagarinao			
SURNAME	Mazo			
FIRST NAME	Lorna			
MIDDLE NAME	Bagarinao		(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	San Agustin Elementary School	Elementary	1986	1992		1992	
SECONDARY	Bunga Elementary School	High School	1993	1997		1997	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Don Bosco Technology Center	Bachelor of Science in Industrial Technology	2001	2005		2005	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/07/2022
-----------	--	------	------------

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
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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	GOV'T SERVICE (Y/ N)
From	To						
01/01/2022	PRESENT	Administrative Aide I	Visayas State University	12,941.00	1-5	Permanent	Y
08/03/2021		Administrative Aide I	Visayas State University	12,442.00	1-5	Permanent	Y
01/01/2021		Administrative Aide I	Visayas State University	12,339.00	1-4	Permanent	Y
01/01/2020		Administrative Aide I	Visayas State University	11,843.00	1-4	Permanent	Y
01/01/2020		Administrative Aide I	Visayas State University	11,843.00	1-4	Permanent	Y
01/01/2019		Administrative Aide I	Visayas State University	11,348.00	1-4	Permanent	Y
08/03/2018	12/31/2018	Administrative Aide I	Visayas State University	10,789.00	1-4	Permanent	Y
01/01/2018	08/02/2018	Administrative Aide I	Visayas State University	10,695.00	1-3	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide I	Visayas State University	10,165.00	1-3	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide I	Visayas State University	9,660.00	1-3	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide I	Visayas State University	9,478.00	1-1	Permanent	Y
08/03/2015	12/31/2015	Administrative Aide I	Visayas State University	900.00	-	Permanent	Y
01/01/2014	08/02/2015	Administrative Aide IV	Visayas State University	508.23	-	Casual	Y
07/01/2013	12/31/2013	Administrative Aide IV	Visayas State University	470.82	-	Casual	Y
01/03/2013	06/30/2013	Administrative Aide IV	Visayas State University	433.45	-	Casual	Y
12/16/2008	01/27/2010	Site Supervisor	VSL Middle East	80,000.00	-	Contractual	N
01/06/2006	12/13/2006	Supervisor	Shooters Arm Manufacturing Incorporated	8,000.00	-	Contractual	N
01/02/2006	04/18/2007	Supervisor	Specialty Pulp Manufacturing, Inc.	8,000.00	-	Contractual	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/07/2022
-----------	--	------	------------

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		
	KABALIKAT CIVICOM Baybay City	03/01/2015	PRESENT	1	Executive Vice President

(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			
	N/A	N/A	N/A	N/A	N/A	N/A

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/07/2022
-----------	--	------	------------

<div>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)?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div>														
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>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?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>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?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>														
<div>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?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div>														
			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div>														
			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div>														
			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div>														
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>						NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.															
<div>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.</div>			<div><div><div>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div> </div><div>Right Thumbmark</div></div></div>														
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"><div> </div><div>Signature (Sign inside the box)</div><div>09/07/2022</div><div>Date Accomplished</div></td></tr><tr><td>Government Issued ID: N/A</td></tr><tr><td>ID/License/Passport No.: N/A</td></tr><tr><td>Date/Place of Issuance: N/A</td></tr></table>			Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	<div> </div> <div>Signature (Sign inside the box)</div> <div>09/07/2022</div> <div>Date Accomplished</div>	Government Issued ID: N/A	ID/License/Passport No.: N/A	Date/Place of Issuance: N/A										
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	<div> </div> <div>Signature (Sign inside the box)</div> <div>09/07/2022</div> <div>Date Accomplished</div>																
Government Issued ID: N/A																	
ID/License/Passport No.: N/A																	
Date/Place of Issuance: N/A																	
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div> </div><div>Person Administering Oath</div></div>																	