

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	Edgardo	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Damalerio		
3. DATE OF BIRTH (mm/dd/yyyy)	12/28/1989	15. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Sogod, Southern Leyte	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines
7. HEIGHT (m)	1.61	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	62		Subdivision/Village Barangay
9. BLOOD TYPE	B+		Baybay City Leyte
10. GSIS ID NO.	02004967401		City/Municipality Province
11. PAG-IBIG ID NO.	916005580107		6521
12. PHILHEALTH NO.	13-000120163-9	18. PERMANENT ADDRESS	House/Block/Lot No. Street
13. SSS NO.	N/A	ZIP CODE	Subdivision/Village Barangay
14. TIN NO.	439-770-095		Baybay City Leyte
15. AGENCY EMPLOYEE NO.	OSEC-DAB-NETC1-67-2014		City/Municipality Province
16. MOBILE NO.	09380380947		6521
17. E-MAIL ADDRESS (if any)	edmejor621@gmail.com		

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	Sheena	NAME EXTENSION (JR., SR)	Kisses Mendoza Mejor	9/2/2019
MIDDLE NAME	Mendoza			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Mejor			
FIRST NAME	Eufrazio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Betarmos			
25. MOTHER'S MAIDEN NAME				
SURNAME	Damalerio			
FIRST NAME	Teresita			
MIDDLE NAME	Berago			

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	Sogod Central School	Primary	1997	1998		1998	N/A
SECONDARY	Bontoc National High School	Secondary	2003	2007		2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	Southern Leyte State University - Bontoc Campus	Bachelor of Science in Information Technology	2007	2011		2011	N/A
GRADUATE STUDIES	Southern Leyte State University - Main Campus	Master of Science in Information Technology	2016	present	36	N/A	N/A

SIGNATURE		DATE	1/2/2025
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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
	Career Service Examination (Professional)	80.56	3/26/2023	New Ormoc City National High School, Ormoc City	N/A	N/A
	Career Service Examination (SubProfessional)	80.61	10/13/2013	Saint Joseph College, Maasin City	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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>mej</i>	DATE	1/2/2025
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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]


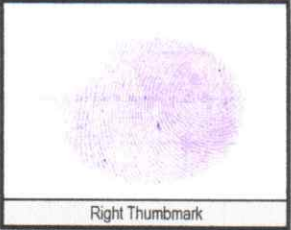



(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>mag</i>	DATE	1/2/2025
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)	<input type="checkbox"/>												
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Hazel Grace T. Taganas</td><td>Gabas, Baybay City, Leyte</td><td>09178628433</td></tr><tr><td>Concepcion B. Miro</td><td>Ormoc City, Leyte</td><td>09171698030</td></tr><tr><td>Michael P. Buzon</td><td>San Isidro, Baybay City, Leyte</td><td>09533505329</td></tr></tbody></table>	NAME	ADDRESS	TEL. NO.	Hazel Grace T. Taganas	Gabas, Baybay City, Leyte	09178628433	Concepcion B. Miro	Ormoc City, Leyte	09171698030	Michael P. Buzon	San Isidro, Baybay City, Leyte	09533505329	
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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.													
<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"> Signature (Sign inside the box) 1/2/2025 Date Accomplished</td></tr><tr><td>Government Issued ID: National ID</td></tr><tr><td>ID/License/Passport No.: 4390-1320-3412-8560</td></tr><tr><td>Date/Place of Issuance: June 17, 2022/Baybay City, Leyte</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) 1/2/2025 Date Accomplished	Government Issued ID: National ID	ID/License/Passport No.: 4390-1320-3412-8560	Date/Place of Issuance: June 17, 2022/Baybay City, Leyte								
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SUBSCRIBED AND SWORN to before me this <u>2nd day of January 2025</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td>MICHAEL P. BUZON Person Administering Oath</td></tr></table>		MICHAEL P. BUZON Person Administering Oath											
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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: November 12, 2015 – present
- Position: Network Controller I
- Name of Office/Unit: Administrative & Finance Unit
- Immediate Supervisor: Michael P. Buzon
- Name of Agency/Organization and Location: Agricultural Training Institute-Regional Training Center 8, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Responsible for maintenance of ICT and audio visual equipment; provides ICT and audio visual services
- Designated Property Custodian
- Performs other related functions

- Duration: July 4, 2012 – November 9, 2015
- Position: Administrative Aide
- Name of Office/Unit: IGP Department
- Immediate Supervisor: Dolores Q. Dulfo
- Name of Agency/Organization and Location: Southern Leyte State University-Bontoc Campus, Bontoc Southern Leyte

- Summary of Actual Duties

- Provides internet cafe services
- Designated Boys Dormitory Attendant
- Performs other related functions

- Duration: July 1, 2011 – June 1, 2012
- Position: Clerk
- Name of Office/Unit: Principal's Office
- Immediate Supervisor: Aura O. Aguilar
- Name of Agency/Organization and Location: Bontoc National High School, Bontoc Southern Leyte

- Summary of Actual Duties

- Responsible for the encoding of office reports and performs other related functions


EDGARDO D. MEJOR

(Signature over Printed Name
of Employee/Applicant)

Date: 1/2/2025