

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	MENDAZA	
FIRST NAME	ERICA	NAME EXTENSION (JR., SR)
MIDDLE NAME	NAVARRA	
3. DATE OF BIRTH (mm/dd/yyyy)	02/27/2001	16. CITIZENSHIP
4. PLACE OF BIRTH	DAVO, LETE	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	Pls. indicate country:
7. HEIGHT (m)	5'11"	17. RESIDENTIAL ADDRESS
8. WEIGHT (kg)	40 kg	House/Block/Lot No.
9. BLOOD TYPE	O	Subdivision/Village
10. GSIS ID NO.	N/A	City/Municipality
11. PAG-IBIG ID NO.	N/A	ZIP CODE
12. PHILHEALTH NO.	13-250412181-8	18. PERMANENT ADDRESS
13. SSS NO.	N/A	House/Block/Lot No.
14. TIN NO.	N/A	Subdivision/Village
15. AGENCY EMPLOYEE NO.	N/A	City/Municipality
		ZIP CODE
		19. TELEPHONE NO.
		20. MOBILE NO.
		21. E-MAIL ADDRESS (if any)

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		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	MENDAZA			
FIRST NAME	DELDIORO			
MIDDLE NAME	AGUIWON			
25. MOTHER'S MAIDEN NAME				
SURNAME	NAVARRA			
FIRST NAME	MA. LOUITA			
MIDDLE NAME	DAGAMI			

(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	NAGA-NAGA ELEM. SCHOOL	ELEMENTARY	2009	2014	N/A	2014	WITH HONORS
SECONDARY	ALC COLLEGE TACLOBAN	SENIOR HIGH	2014	2020	N/A	2020	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF CULTURE AND ARTS EDUCATION	2020	2024	N/A	2024	ACADEMIC ACHIEVER
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/17/2025
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

03/17/2025

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

[illegible]

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	N/A	N/A
COMMUNICATION SKILLS		
BASIC COMPUTER LITERACY		
TEAMWORK		
DANCING		

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	03/17/2025

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02/17/2025

<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> <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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DEUA O. PAGAY</td> <td>PAVO, LEYTE</td> <td>09612469105</td> </tr> <tr> <td>MA. ETHEL G. DECHOSA</td> <td>TACLOBAN, CITY</td> <td>09658441045</td> </tr> <tr> <td>JUNY JANE H. MORETO</td> <td>PAVO, LEYTE</td> <td>09360246198</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DEUA O. PAGAY	PAVO, LEYTE	09612469105	MA. ETHEL G. DECHOSA	TACLOBAN, CITY	09658441045	JUNY JANE H. MORETO	PAVO, LEYTE	09360246198
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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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: <u>PRC ID</u></p> <p>ID/License/Passport No.: <u>2268667</u></p> <p>Date/Place of Issuance: <u>01/24/2025 / ORMOG CITY</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;"> <p>Signature (Sign inside the box)</p> <p><u>02/17/2025</u></p> <p>Date Accomplished</p> </td> </tr> </table>		<p>Signature (Sign inside the box)</p> <p><u>02/17/2025</u></p> <p>Date Accomplished</p>										
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<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>SUBSCRIBED AND SWORN to before me this</p> <p>DocNo. <u>487</u></p> <p>Page No. <u>99</u></p> <p>Book No. <u>VI</u></p> <p>Series of <u>2025</u></p> </div> <div style="width: 40%; text-align: center;"> <p>APR 04 2025</p> <p>_____ ATTY. FAZ FULGA-BARBOSA Notary Public for Tacloban City & Leyte NC No. 2024-0171 until December 31, 2025 Person Administering Oath PTR No. 9913677-01/03/2025, Palo, Leyte San Isidro St., Brgy. Naga-Naga, Palo, Leyte MCLE Compliance No. VIII-000708 Valid until April 14, 2028</p> </div> <div style="width: 25%; text-align: right;"> <p>affiant exhibiting his/her validly issued government ID as indicated above.</p> </div> </div>													

