

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	LEBANTE		
FIRST NAME	MERLIN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ROBLEDO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/31/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BRGY. KAGUMAY BAYBAY LEYTE	If holder of dual citizenship, please indicate the details	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	LOWER
7. HEIGHT (m)	1.52	ZIP CODE	House/Block/Lot No
8. WEIGHT (kg)	56		Street
9. BLOOD TYPE	B+		KAMBONGGAN
10. CSIS ID NO.	N/A		Subdivision/Village
11. PAG-IBIG ID NO.	121154376676	ZIP CODE	Barangay
12. PHILHEALTH NO.	13025340974-7		BAYBAY
13. SSS NO.	06-3738590-7		LEYTE
14. TIN NO.	325-295-383-000		City/Municipality
15. AGENCY EMPLOYEE NO.		18. PERMANENT ADDRESS	Province
		19. TELEPHONE NO.	6521
		20. MOBILE NO.	N/A
		21. E-MAIL ADDRESS (if any)	09073292181
			merlinlebante08@gmail.com

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	
MIDDLE NAME				
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	LEBANTE			
FIRST NAME	ZACARIAS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RELLAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	ROBLEDO			
FIRST NAME	MARIA FE			
MIDDLE NAME	COLANGO			

(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	KAMBONGGAN ELEMENTARY SCHOOL	Primary Education	2000	2005		2005	2nd Honorable Mention
SECONDARY	MAKINHAS NATIONAL HIGH SCHOOL	Secondary Education	2006	2009		2009	N/A
VOCATIONAL / TRADE COURSE	ACEDILLA TECHNOLOGICAL INSTITUTE	Bartending NCII	2010	2010		2010	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Agribusiness	2012	2015		2015	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management, Major in Agribusiness	2018	2019	18 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/24/25
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[illegible]

V. WORK EXPERIENCE

[illegible]

1 | 24 | 25

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					

(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			
	Facilitator on Climate Change Expenditure Tagging (CCET) Training	11/25/2024	11/25/2024	1 day		VSU RCCRDC
	Public Financial Management Workshop 2024	09/18/2024	09/19/2024	2 days		VSU-OP/ DBM R08
	Seminar on Unlocking Excellence: The 5S Revolution for Clerks and Heads	11/29/2023	11/29/2023	1 day		VSU- OP & HRMO
	Facilitator on the Seminar-Workshop of 10th STY Yolanda Commemoration- Weather and Climate Science for Disaster Preparedness	11/10/2023	11/10/2023	1 day		VSU RCCRDC & DMET
	Facilitator on Climate Change Expenditure Tagging (CCET) Training	10/23/2023	10/23/2023	1 day		VSU RCCRDC
	Training-Workshop on Risk Assessment 2023	09/11/2023	09/12/2023	2 days		VSU-OVPPRGAS/OVPAF
	ISO 9001: 2015 Awareness/Re-awareness Webinar	08/29/2023	08/29/2023	8 hrs		VSU-QAC
	Consultative Forum on Harmonizing Facilities and Equipment used for Research	08/17/2023	08/17/2023	8 hrs		VSU-RESEARCH Office
	Training-Workshop on Risk Assessment 2022	11/24/2022	11/25/2022	2 days		VSU-OVPPRGAS/OVPAF
	Klima Eskwela: Climate Science, Adaptation, and the Arts	08/25/2022	08/26/2022	2 days		VSU-RCCRDC & ICSC
	Training facilitator in Climate Change Adaptation and Mitigation Training of WoMangrove Action Teams in Coastal Barangays of Sabang, Jaen, and Punta Baybay City Leyte	06/23/2022	06/24/2022	2 days		VSU RCCRDC, LGU Baybay & CORA Inc.
	Monitoring of Accomplishment CY 2021	11/18/2021	11/18/2021	3 hrs		VSU-OVPPRGAS
	ISO 9001: 2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	8 hrs		VSU-QAC
	Virtual Awareness Seminar on RA No. 11032 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018	07/21/2021	07/21/2021	4 hrs		Office of Legal Officer and the Office of the Director of Human Resource Management
	ISO 9001: 2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8 hrs		VSU-QAC
	Webinar presentation on Documents Tracking System	11/13/2020	11/13/2020	3 hrs		VSU HRIS /OVPAF
	Training on Identification of proper and complete Items Technical Specification and parameters and Orientation of the Purchase Request (PR) Module of the SPPMIS	08/28/2020	08/28/2020	8 hrs		VSU-OVPPRGAS
	ISO 9001: 2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8 hrs		VSU-QAC
	Training facilitator in the National Youth Conferences on Climate Change Adaptation and Mitigation, Disaster Risk Reduction and Resilience	11/20/2019	11/22/2019	3 days		VSU RCCRDC
	Communities for Resilience (CORE) Modular Training Program	08/14/2018	08/17/2018	4 days		Climate Change Commission
	Facilitator on the Financial Management Seminar on Community Savings and Loan Association: A World Vision Economic Development Project Model	06/29/2019	06/29/2019	1 day		VSU-DBM
	Training-Workshop on Non-Parametric Tests and Correlation Analysis	05/03/2019	05/03/2019	1 day		VSU-VISERDAC/ Decon
	Training-Workshop on Data Management and Parametric Analysis	04/12/2019	04/12/2019	1 day		VSU-VISERDAC/ Decon
	ALERT Communication Planning	1/21/2019	1/22/2019	2 days		VSU RCCRDC & OXFAM Philippines
	Facilitator on the Eastern Visayas Inter-Provincial Conference on Humanitarian Preparedness and Response to Climate-related Disasters	11/21/2019	11/23/2019	3 days		VSU RCCRDC, OXFAM Philippines & CDP
	Facilitator in the Community for Resilience Training of Trainers (CORE-ToT) on Enhanced Local Climate Change Action Plan Development for Local Government Units	08/22/2018	08/24/2018	3 days		VSU-RCCRDC
	Communities for Resilience (CORE) Modular Training Program	08/14/2018	08/17/2018	4 days		Climate Change Commission
	Facilitator at the National Conference on Climate Change Research, Development and Extension: "Renewable Energy for Climate Change Mitigation and Building Resilience of Vulnerable Rural Communities	12/12/2018	12/14/2018	3 days		VSU-RCCRDC
	Facilitator in the 2nd Regional Conference on Climate Change RDE "Building Local Community Resilience to Climate Change"	12/18/2017	12/20/2017	4 days		VSU-RCCRDC
	Facilitator in the RCCRDC 2nd batch of the Community for Resilience Training of Trainers (CORE-ToT)	12/04/2017	12/06/2017	3 days		VSU-RCCRDC
	Facilitator in the RCCRDC 1st batch of the Community for Resilience Training of Trainers (CORE-ToT)	11/08/2017	11/10/2017	3 days		VSU-RCCRDC

(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)
	Photography		N/A		N/A
	Planting				
	Photo Editing & Layouting (Lightroom, CANVA)				










(Continue on separate sheet if necessary)

SIGNATURE



DATE

1/24/25

<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>KRISTINE SHANE ABARQUEZ CASTOS</td><td>BRGY. VILLA SOL. BAYBAY CITY, LEYTE</td><td>9617733910</td></tr><tr><td>DENNIS P. PEQUE</td><td>BRGY. PANGASUGAN BAYBAY CITY, LEYTE</td><td>9277062843</td></tr><tr><td>GUIRALDO C. FERNANDEZ JR.</td><td>VSU BAYBAY CITY LEYTE</td><td>09224009161</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	KRISTINE SHANE ABARQUEZ CASTOS	BRGY. VILLA SOL. BAYBAY CITY, LEYTE	9617733910	DENNIS P. PEQUE	BRGY. PANGASUGAN BAYBAY CITY, LEYTE	9277062843	GUIRALDO C. FERNANDEZ JR.	VSU BAYBAY CITY LEYTE	09224009161
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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>													
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