



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
	LICENSURE EXAMINATION FOR AGRICULTURIST (LEA)	76.50%	NOVEMBER 22 - 24, 2022	LICEO DEL VERBO DIVINO, AVENIDA VETERANOS, DOWNTOWN, TACLOBAN CITY, LEYTE 6500	0039624      12/11/2026

(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						
7/4/2023	PRESENT	JOB ORDER (RECORDS AND ARCHIVES OFFICE)	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	12,074.00	N/A	CONTRACTUAL	YES
7/15/2017	6/23/2023	ORGANIC INTERNAL INSPECTOR	WILMAR EDIBLE OILS PHILIPPINES, INC.	14,678.00	SG 3	PERMANENT	NO
7/1/2015	7/15/2017	JOB ORDER (SCHOOL CLERK)	LOCAL GOVERNMENT UNIT OF BAYBAY CITY-PLARIDEL CENTRAL SCHOOL	5,000.00	N/A	CONTRACTUAL	YES
4/1/2015	6/30/2015	JOB ORDER (OFFICE STAFF)	LOCAL GOVERNMENT UNIT OF BAYBAY CITY-HUMAN RESOURCE & MANAGEMENT OFFICE	5,000.00	N/A	CONTRACTUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 18, 2023
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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		
	ORIENT FOODS INDUSTRIES CORPORATION SIBULAN, DUMAGUETE CITY, SIBULAN, NEGROS ORIENTAL	11/1/2014	1/1/2015	400	ON THE JOB TRAINEE
	COLLEGE OF MANAGEMENT AND ECONOMICS, VISAYAS STATE UNIVERSITY (VSU), VISCA, BAYBAY CITY, 6521 LEYTE	6/1/2014	3/1/2015	N/A	BOARD MEMBER
	SOCIETY OF AGRIBUSINESS STUDENTS (BSAB), VISAYAS STATE UNIVERSITY (VSU), VISCA, BAYBAY CITY, 6521 LEYTE	6/1/2013	3/1/2014	N/A	SECRETARY
	SANGGUNIAN KABATAN (SK), BRGY. PLARIDEL, BAYBAY CITY, 6521 LEYTE	6/1/2010	6/1/2013	N/A	COUNCILOR

(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			
	JAPANESE AGRICULTURAL STANDARDS (JAS) SYSTEM, CERTIFICATION PROCEDURE FOR OPERATORS, AND ORGANIC KNOWLEDGE TEST	3/28/2023	3/28/2023	8	N/A	WILMAR EDIBLE OILS PHILIPPINES, INC., SAN LUIS, GINGOOG CITY
	INTERNAL CONTROL SYSTEM (ICS) INSTALLATION	1/19/2014	1/23/2014	40	N/A	DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST)
	PERSONALITY DEVELOPMENT AND BUSINESS ETHICS	9/14/2013	9/14/2013	8	N/A	VISAYAS STATE UNIVERSITY (VSU)
	COMPREHENSIVE AGRARIAN REFORM PROGRAM SEMINAR	12/13/2011	12/13/2011	8	N/A	VISAYAS STATE UNIVERSITY (VSU)

(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)
	SABBATH SCHOOL SUPERINTENDENT AT SEVENTH DAY ADVENTIST (SDA) CHURCH		NONE		NONE
	YOUTH LEADER AT CARIDAD SEVENTH DAY ADVENTIST (SDA) CHURCH				
	COMPUTER LITERACY				
	KNOWLEDGE AND SKILLS IN AGRICULTURE				
	GARDENING / PLANTING HIGH VALUED CROPS				
	MUSIC E.G. SINGING, PLAYING GUITAR				
	COOKING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 18, 2023
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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)?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

35.

a. Have you ever been found guilty of any administrative offense?

☐ YES

☒ NO

If YES, give details:

b. Have you been criminally charged before any court?

☐ YES

☒ 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?

☐ YES

☒ 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?

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

39.

Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
MR. MARIANITO E. GORGONIO	HRMO OFFICE, 2/F BAYBAY CITY HALL, DIVERSION RD., BRGY. GAAS, BAYBAY CITY, LEYTE	0977 802 9133
MS. MERALYN R. LEBANTE	VISCA, BAYBAY CITY, LEYTE	0918 636 4693
MS. LOREGIN S. PUGOSA	VISCA, BAYBAY CITY, LEYTE	0920 253 0288

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.



Giebert L. Montajes

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:

NATIONAL ID

ID/License/Passport No.:

4025-1307-3249-8016

Date/Place of Issuance:

BAYBAY CITY, LEYTE

Giebert L. Montajes

Signature (Sign inside the box)

July 18, 2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath