

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	Esquibel		
FIRST NAME	Mary Abegail		NAME EXTENSION (JR., SR)
MIDDLE NAME	Rebigan		
3. DATE OF BIRTH (mm/dd/yyyy)	12/19/1998	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	WLPB Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	5'1"	17. RESIDENTIAL ADDRESS	A. Bonifacio St. House/Block/Lot No. Street Sto. Niño Village, Zone 1 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
8. WEIGHT (kg)	60	ZIP CODE	
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	A. Bonifacio St. House/Block/Lot No. Street Sto. Niño Village, Zone 1 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	12-125799510-1	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	02-253727856-4	20. MOBILE NO.	09559175830
13. SSS NO.	06-4189985-8	21. E-MAIL ADDRESS (if any)	maryabegail1219@gmail.com
14. TIN NO.	749-127-491		
15. AGENCY EMPLOYEE NO.	N/A		

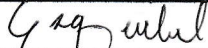
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	Esquibel		N/A	N/A
FIRST NAME	Anthony	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Buta		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	Rebigan		N/A	N/A
FIRST NAME	Melanie		N/A	N/A
MIDDLE NAME	Labrador		(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	Baybay I Central School	Elementary	2005	2011	Graduate	2011	N/A
SECONDARY	Franciscan College of the Immaculate Conception	High School	2011	2015	Graduate	2015	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Saint Joseph College	Bachelor of Science in Accountancy	2015	2019	Graduate	2019	CHED
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 31, 2025
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE	<i>G. S. G. G. G.</i>	DATE	July 31, 2025
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July 31, 2025

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]

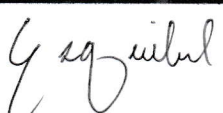
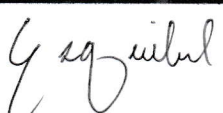
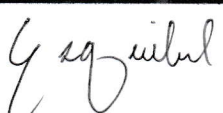






(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Collecting Stationery Supplies	N/A	N/A
Making Spreads for Junk Journal		

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	July 31, 2025

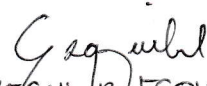
<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within 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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Mercidita M. Cellona</td> <td>A. Mabini St., Zone 1, Baybay City, Leyte</td> <td>0926-083-4772</td> </tr> <tr> <td>Rex A. Gonzaga</td> <td>Brgy. San Isidro, Baybay City, Leyte</td> <td>0906-736-9774</td> </tr> <tr> <td>Elmer P. Diaz</td> <td>A. Mabini St., Zone 1, Baybay City, Leyte</td> <td>0956-199-5506</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Mercidita M. Cellona	A. Mabini St., Zone 1, Baybay City, Leyte	0926-083-4772	Rex A. Gonzaga	Brgy. San Isidro, Baybay City, Leyte	0906-736-9774	Elmer P. Diaz	A. Mabini St., Zone 1, Baybay City, Leyte	0956-199-5506
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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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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

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 from most recent first.

- Duration: September 4, 2019 – February 1, 2025
- Position: Branch Accounting Clerk
- Name of Office/Unit: DES Marketing, Inc. – Baybay Multi
- Immediate Supervisor: Recapel C. Arevalo
- Name of Agency/Organization and Location: DES Marketing, Inc., Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for the Branch Monthly Accounting Reports; the said report includes Trial Balance, Bank Reconciliation, Old Inventory, Sales and Collection Report, Expense Summary, Expense Report, Properties & Equipment Report, Leasehold Improvement Reports, Schedule of Other Assets, Office Supplies Inventory, Schedule of Other Liabilities, and Accrued Expense Summary. The said report is prepared by using Microsoft Excel;
 - Responsible for monitoring branch' monthly expenses; reviewing branch' cash disbursement; monitoring and reviewing branch employee's liquidation statements, securing approval to liquidate and journalizing the said transactions using the double-entry bookkeeping;
 - Responsible for written communications to Head Office such as Request Letters for Approval, Request Letters for Post-Approval, Explanation Letters, Employee Request Letters, Requests for Consideration and to follow-up updates;
 - Responsible for filing Employee Records, HO Memorandum and General Memo and disseminating memos to employees;
 - Responsible for disseminating branch notice for monthly meeting, posting early closure for the meeting and keep records of minutes;
 - Responsible for making the branch office supplies budget for the whole year and monitoring and conducting actual physical count of branch office supplies and FFE's (furniture, fixture and equipment), purchasing office supplies and controlling the usage of supplies
 - Responsible for reviewing employee attendance record for payroll report


 MARY ABIGAIL R. ESQUIBEL
 (Signature over Printed Name
 of Employee/Applicant)

Date: 7/31/2025