

## 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	MENTES		
FIRST NAME	GIRLIE	NAME EXTENSION (JR, SR) N/A	
MIDDLE NAME	DIMOL		
3. DATE OF BIRTH (mm/dd/yyyy)	11/13/1990	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	MACARTHUR, 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:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.52	House/Block/Lot No. Street Subdivision/Village Barangay MACARTHUR LEYTE City/Municipality Province ZIP CODE 6509	
8. WEIGHT (kg)	58	18. PERMANENT ADDRESS	
9. BLOOD TYPE	B	House/Block/Lot No. Street MACARTHUR DANAO Subdivision/Village Barangay MACARTHUR LEYTE City/Municipality Province ZIP CODE 6509	
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121199601539		
12. PHILHEALTH NO.	13-000084347-8		
13. SSS NO.	34-2504378-8	19. TELEPHONE NO.	N/A
14. TIN NO.	490-950-820	20. MOBILE NO.	09162203942
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	girlimentes7@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	N/A	NAME EXTENSION (JR, SR) N/A	MARIA ELISSE MENTES	10/01/2023
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MENTES			
FIRST NAME	WILFREDO	NAME EXTENSION (JR, SR) N/A		
MIDDLE NAME	BELLEZA			
25. MOTHER'S MAIDEN NAME: DIORICA DINGAL DIMOL				
SURNAME	DIMOL			
FIRST NAME	DIORICA			
MIDDLE NAME	DINGAL			

(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	DANAO ELEMENTARY SCHOOL	ELEMENTARY	06/01/1997	03/30/2003		2003	3RD HONOR
SECONDARY	MACARTHUR NATIONAL HIGH SCHOOL	HIGH SCHOOL	06/01/2003	03/31/2007		2004	SPECIAL AWARD
VOCATIONAL / TRADE COURSE	SAINT AUGUSTINE SCHOOL OF NURSING	PRACTICAL NURSING	06/01/2007	05/10/2010		2010	DEAN'S LIST
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	BUSINESS MANAGEMENT	06/01/2013	10/30/2016		2016	DEAN'S LIST
GRADUATE STUDIES	LEYTE COLLEGES	BS IN SECONDARY EDUCATION MAJOR IN SOCIAL SCIENCE	06/01/2020	05/20/2022		2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	OCTOBER 29/2024
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Applicable?	
Date of entry	

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OCTOBER 29, 2024

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<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: <b>SP-2024-08-399</b></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>MARITES BRAZIL</td> <td>TACLOBAN CITY</td> <td>09056514279</td> </tr> <tr> <td>JARED MILAR</td> <td>MACARTHUR LEYTE</td> <td>09085485460</td> </tr> <tr> <td>ELIZAR RAMA BANTANOS</td> <td>TACLOBAN CITY</td> <td>09338158739</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARITES BRAZIL	TACLOBAN CITY	09056514279	JARED MILAR	MACARTHUR LEYTE	09085485460	ELIZAR RAMA BANTANOS	TACLOBAN CITY	09338158739
NAME	ADDRESS	TEL. NO.											
MARITES BRAZIL	TACLOBAN CITY	09056514279											
JARED MILAR	MACARTHUR LEYTE	09085485460											
ELIZAR RAMA BANTANOS	TACLOBAN CITY	09338158739											
<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.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: <b>PRC ID</b></p> <p>ID/License/Passport No.: <b>2182000</b></p> <p>Date/Place of Issuance: <b>04/08/2024 TACLOBAN, CITY</b></p>	<p>Signature (Sign inside the box)</p> <p><b>OCTOBER 29 2024</b></p> <p>Date Accomplished</p>												
<p>SUBSCRIBED AND SWORN to before me this <b>NOV 29 2024</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Notary Public for the Philippines</p> <p><b>JOYCE S. BACALAN</b></p> <p>Notary Public for the Philippines</p> <p>Office Address: <b>MACARTHUR LEYTE</b></p> <p>Notary Public for the Philippines</p> <p>Notary Public for the Philippines</p> </div> <div style="width: 45%;"> <p>Person Administering Oath:</p> </div> </div>													



## 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: April 01, 2024 – December 31, 2024(COS)
- Position: Administrative Staff
- Name of Office/Unit: DepEd / Danao Elementary School
- Immediate Supervisor: CHRISTOPHER R. CUA
- Name of Agency/Organization and Location: Danao Elementary School/ Brgy. Danao MacArthur, Leyte
- List of Accomplishments and Contributions (if any)
  - 1. Facilitator in MATATAG training - August 16-18 & 23-25, 2024
  - 2. Keynote Speaker on Graduation Day - May 2024.
  - 3. Toastmaster during School Programs.
- Summary of Actual Duties
  - ✓ Control and organize office supplies stock.
  - ✓ Manage important and confidential school documents.
  - ✓ Manage school databases.
  - ✓ Liquidate school expenses.

- Duration: May 20, 2023 – March 23, 2024
- Position: English Online Teacher
- Name of Office/Unit: 51Talk
- Immediate Supervisor: -
- Name of Agency/Organization and Location: 51Talk International
- List of Accomplishments and Contributions (if any)
  - ✓ 5 Star Teacher
- Summary of Actual Duties
  - ✓ Preparing and presenting lessons to help pupils improve their reading, writing, and speaking abilities. Creating teaching materials like notes and quizzes.
  - Assigning exercises to aid in the consolidation of learning content by pupils.

- Duration: May 30, 2022 - December 31, 2022
- Position: Affiliate Manager
- Name of Office/Unit: Rivendale Outsource Solution Inc.
- Immediate Supervisor: KIM MANLASAG
- Name of Agency/Organization and Location: Rivendale Outsource Solution Inc./ Gaitos street Pasay, Manila 1300

- List of Accomplishments and Contributions (if any)

- ✓ Top 5 Affiliate Manager

- Summary of Actual Duties

- ✓ Provides support by addressing concerns, answering questions, resolving issues, and providing affiliates with tools for a successful campaign. Advise affiliates on promotion strategies, marketing tactics, and copywriting techniques.

- Duration: July 16, 2017-March 18, 2018

- Position: Teller/ Customer Service

- Name of Office/Unit: Globe Telecom

- Immediate Supervisor: GRACE DAGA

- Name of Agency/Organization and Location: Globe Telecom/ Robinsons Place Marasbaras, Tacloban, City

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- ✓ Provides support by addressing concerns, answering questions, resolving issues, and providing subscribers the best services that the company could offer.

- ✓ Receiving Payments

- Duration: August 09, 2011 – June 30, 2014

- Position: Data Analyst

- Name of Office/Unit: Accudata / FPOSI

- Immediate Supervisor: LOUINI L. MARQUEZ

- Name of Agency/Organization and Location: Accudata / FPOSI Pawing, Palo, Leyte 6500

- List of Accomplishments and Contributions (if any)

- ✓ Top 1 Biller

- Summary of Actual Duties

- ✓ Collecting and analyzing data to identify patterns, trends, insights, and solutions.

- ✓ Encoding data.

**GIRLIE D. MENTES**

(Signature over Printed Name  
of Employee/Applicant)

Date: 10/29/2024