

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 | GOTIS | | |
| FIRST NAME | JHON BERT | | NAME EXTENSION (JR., SR) N/A |
| MIDDLE NAME | MANTOS | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 05/24/2001 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | QUEZON CITY | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | <input checked="" type="checkbox"/> Male <input 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) | 1.59 m | 17. RESIDENTIAL ADDRESS | N/A SITIO MAHABA 1 House/Block/Lot No. Street N/A SAN JOSE Subdivision/Village Barangay ORMOG CITY LEYTE City/Municipality Province 6541 |
| 8. WEIGHT (kg) | 67 kg | ZIP CODE | 6541 |
| 9. BLOOD TYPE | O+ | 18. PERMANENT ADDRESS | N/A SITIO MAHABA 1 House/Block/Lot No. Street N/A SAN JOSE Subdivision/Village Barangay ORMOG CITY LEYTE City/Municipality Province 6541 |
| 10. GSIS ID NO. | N/A | ZIP CODE | 6541 |
| 11. PAG-IBIG ID NO. | 1213-2861-4664 | 19. TELEPHONE NO. | N/A |
| 12. PHILHEALTH NO. | N/A | 20. MOBILE NO. | 0906 203 5389 / 0985 588 8694 |
| 13. SSS NO. | N/A | 21. E-MAIL ADDRESS (if any) | jhonbertgotis@gmail.com |
| 14. TIN NO. | 634-449-966-00000 | | |
| 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 | N/A |
| MIDDLE NAME | N/A | | | |
| OCCUPATION | N/A | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | GOTIS | | | |
| FIRST NAME | GILBERT | NAME EXTENSION (JR., SR) N/A | | |
| MIDDLE NAME | FRAC | | | |
| 25. MOTHER'S MAIDEN NAME | MARY ANN CAOCTOY MANTOS | | | |
| SURNAME | GOTIS | | | |
| FIRST NAME | MARY ANN | | | |
| MIDDLE NAME | MANTOS | | | |

(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 | SAN JOSE ELEMENTARY SCHOOL | N/A | 04/06/2007 | 03/22/2013 | GRADUATED | 2013 | N/A |
| SECONDARY | GENARO B. LURENANA NATIONAL HIGH SCHOOL | N/A | 03/06/2013 | 05/04/2017 | GRADUATED | 2017 | N/A |
| VOCATIONAL / TRADE COURSE | ORMOC CITY SENIOR HIGH SCHOOL | TECHNICAL VOCATIONAL - INFORMATION COMMUNICATION TECHNOLOGY | 05/06/2017 | 03/23/2019 | GRADUATED | 2019 | WITH HONORS |
| COLLEGE | EASTERN VISAYAS STATE UNIVERSITY - ORMOG CITY CAMPUS | BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY | 05/08/2019 | 07/24/2023 | GRADUATED | 2023 | CUM LAUDE |
| GRADUATE STUDIES | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

(Continue on separate sheet if necessary)

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| SIGNATURE |  | DATE | 01/27/2025 |
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE


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01/27/2025

| 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 | |
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| (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 | | | |
| | AWS Certified Cloud Practitioner | 11/01/2024 | 11/12/2025 | 53.5 | Technical | UDEMY Online Course |
| | BOSH SO1 Training | 11/07/2024 | 11/08/2024 | 10.0 | Technical | REU 8/ DOLE |
| | "Cybersecurity Proficiency Improvement Training (CPIT): Cybersecurity Attack Frameworks" | 04/24/2024 | 04/24/2025 | 4.0 | Technical | Department of Information and Communications Technology Region IV-A Cybersecurity Bureau in partnership with USAID-BEACON |
| | "How to Use Cybersecurity Attack Frameworks" | 04/24/2025 | 04/24/2026 | 4.0 | Technical | Cybersecurity Proficiency Improvement Training (CPIT) U.S. Agency for International Development (USAID) Department of Information and Communications Technology (DICT) |
| | Safer Internet Day Webinar"CTRL + Inspire: Influence Wisely, Navigate Safely" | 02/28/2024 | 02/29/2025 | 8.0 | Technical | Engr. Jose Carlos P. Reyes / Engr. George P. Tardio - DICT CYBERSECURITY BUREAU |
| | Evaluating Information Source: skill for a 21st-Century Learner | 11/29/2022 | 11/29/2023 | 4.0 | Technical | City College of Ormoc - Local Government Unit |
| | Letters of Merit in completing the Cisco® CyberOps Associate course | 11/01/2022 | 11/01/2022 | 720.0 | Technical | Engr. Edward B. Bertulfo, MSIT - EVSU - Cisco Networking Academy |
| | Student level credential for completing CyberOps Associate course 2022. | 05/01/2022 | 11/01/2022 | 720.0 | Technical | Engr. Edward B. Bertulfo, MSIT - EVSU - Cisco Networking Academy |
| | CCNAv7: Introduction to Networks - Cisco Networking Academy 2021 | 09/10/2020 | 03/10/2021 | 720.0 | Technical | Engr. Joseph Jaymel S. Morpos, MSIT - EVSU - Cisco Networking Academy |
| | Introduction to Packet Tracer – Mobile - Cisco Networking Academy 2020 | 09/05/2020 | 03/05/2021 | 720.0 | Technical | Engr. Joseph Jaymel S. Morpos, MSIT - EVSU - Cisco Networking Academy |
| | CLA: Programming Essentials in C – Cisco Networking Academy 2020 | 01/05/2020 | 06/05/2020 | 720.0 | Technical | Engr. Joseph Jaymel S. Morpos, MSIT - EVSU - Cisco Networking Academy |
| | National Certificate II in Computer Systems Servicing 2019 | 12/15/2018 | 12/15/2018 | 720.0 | Technical | Ormoc City Senior High School |
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| VIII. OTHER INFORMATION | | | | | | |
| 31. | SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) | | |
| | NETWORK AND SECURITY ADMINISTRATION AND MANAGEMENT | N/A | | UNified Information Technology Society - UNITS (2019-2023) | | |
| | COMPUTER SYSTEMS SERVICING | | | Ormoc City Academic Scholars' Association - OCASA (2019-2023) | | |
| | ADMINISTRATIVE SKILLS | | | | | |
| | SERVER MANAGEMENT SKILLS | | | | | |
| | READING ANTHROPOLOGY, GEOGRAPHICAL, AND WORLD HISTORY BOOKS | | | | | |
| | STUDYING LANGUAGES AND WRITING SYSTEM | | | | | |
| | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | DATE | 01/27/2025 | |

| <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>Engr. Edu W. Lucero</td> <td>City College of Ormoc</td> <td>9161572669</td> </tr> <tr> <td>Mr. Jayboy L. Dela Cruz</td> <td>City College of Ormoc</td> <td>9261273371</td> </tr> <tr> <td>Engr. Joseph Jaymel S. Morpos, MSIT</td> <td>Eastern Visayas State University - Ormoc City Campus</td> <td></td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | Engr. Edu W. Lucero | City College of Ormoc | 9161572669 | Mr. Jayboy L. Dela Cruz | City College of Ormoc | 9261273371 | Engr. Joseph Jaymel S. Morpos, MSIT | Eastern Visayas State University - Ormoc City Campus | |
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| Mr. Jayboy L. Dela Cruz | City College of Ormoc | 9261273371 | | | | | | | | | | | |
| Engr. Joseph Jaymel S. Morpos, MSIT | Eastern Visayas State University - Ormoc City Campus | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> </tr> <tr> <td>ID/License/Passport No.:</td> </tr> <tr> <td>Date/Place of Issuance:</td> </tr> </table> | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) | PLEASE INDICATE ID Number and Date of Issuance | Government Issued ID: | ID/License/Passport No.: | Date/Place of Issuance: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">01/27/2025</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table> |  | Signature (Sign inside the box) | 01/27/2025 | Date Accomplished | | | |
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| Signature (Sign inside the box) | | | | | | | | | | | | | |
| 01/27/2025 | | | | | | | | | | | | | |
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| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 100px;"> <p style="text-align: center;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> </td> <td style="width: 50%; height: 100px;"> <p style="text-align: center;">PHOTO</p>  </td> </tr> <tr> <td style="height: 100px;"> <p style="text-align: center;">Person Administering Oath</p> </td> <td style="height: 100px;"> <p style="text-align: center;">Right Thumbmark</p> </td> </tr> </table> | | <p style="text-align: center;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> | <p style="text-align: center;">PHOTO</p>  | <p style="text-align: center;">Person Administering Oath</p> | <p style="text-align: center;">Right Thumbmark</p> | | | | | | | | |
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