## 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) PERSONAL INFORMATIO MANAGBANAG 2. SURNAME NAME EXTENSION (JR. SR) FIRST NAME GEMMIL N/A MIDDLE NAME MONTAJES 3 DATE OF BIRTH 16. CITIZENSHIP ✓ Filipino Dual Citizenship 11/03/1987 (mm/dd/yyyy) ✓ by birth by naturalization 4 PLACE OF BIRTH BAYBAY, LEYTE Pls. indicate country: If holder of dual citizenship. please indicate the details. 5. SEX ✓ Male Female Philippines N/A Single 17. RESIDENTIAL ADDRESS N/A ✓ Married 6 CIVIL STATUS House/Block/Lot No Stree Widowed Separated GAAS N/A Other/s: Barangay Subdivision/Village **BAYBAY CITY** LEYTE 7. HEIGHT (m) 1.62 City/Municipality 8. WEIGHT (kg) 45 ZIP CODE 6521 18. PERMANENT ADDRESS N/A N/A 9. BLOOD TYPE "0" House/Block/Lot No. Street N/A GAAS 10. GSIS ID NO 2005290692 Baranga Subdivision/Village **BAYBAY CITY** LEYTE 11. PAG-IBIG ID NO. 121210526247 City/Municipality Province 13-000123864-8 ZIP CODE 6521 12 PHILHEALTH NO 06-32665156 N/A 13. SSS NO. 19. TELEPHONE NO 14. TIN NO. 09504690263 265-111-273-000 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. OSEC-DENRB-ADA6-522-2014 21. E-MAIL ADDRESS (if any) geleejan@gmail.com FAMILY BACKGROUND DATE OF BIRTH 23. NAME of CHILDREN (Write full name and list all) 22. SPOUSE'S SURNAME MANAGBANAG (mm/dd/yyyy) NAME EXTENSION (JR., SR GELEE JAN S. MANAGBANAG ELVIRA FIRST NAME 01/18/2011 N/A PRINCE KYILE S. MANAGBANAG MIDDLE NAME SABALLA 10/19/2016 NATHAN SETHLEIGH S. MANAGBANAG OCCUPATION HOUSEWIFE 05/28/2018 EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO MANAGBANAG 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) FIRST NAME GUILLERMO MIDDLE NAME BAHINTING 25. MOTHER'S MAIDEN NAME MONTAJES SURNAME FIRST NAME CAMILA MIDDLE NAME MANULAT (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSH Pł ACADEMIC PERIOD OF HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ATTENDANCE LEVEL UNITS EARNED GRADUATE (Write in full) (Write in full) HONORS RECEIVED (if not graduated) D From To ELEMENTARY Gaas Elementary School **ELEMENTARY** 1995 2000 2000 N/A N/A SECONDARY HIGH SCHOOL 2000 2004 2004 **Baybay National High School** N/A N/A VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A Franciscan College of the Immaculate Bachelor of Science in Commerce 2004 2008 2008 COLLEGE N/A N/A Conception (FCIC) major in Management CEBU TECHNOLOGICAL UNIVERSSITY Master in Public Administration GRADUATE STUDIES 2023 2024 30 units N/A N/A (CTU) Franciscan College of the Immaculate Bachelor of Secondary Education-MATH OTHERS 2021 2021 18 UNITS N/A N/A (SUPPLEMENTAL COURSE) Conception (FCIC) on separate sheet if necessary SIGNATURE DATE August 11, 2024

-	SERVICE ELI( SERVICE/ RA 1	-		DATE OF				LICENSE (if	applicable)
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER RATING SPECIAL LAWS/ CES/ CSEE (If Applicable)			EXAMINATION /	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date of	
CAREER SERVICE EXAMINATION – PEN and PAPER TEST PROFESSIONAL  81.99%			08/07/2022	Leyte National High School, Tacloban City			370001	Validity 10/06/2022	
CAREER SERVICE EXAMINATION – PEN and PAPER TEST SUB PROFESSIONAL 81.62%				04/17/2016 Leyte National High School, Tacloban City			760203	5/27/2016	
v. WORK	EXPERIENC	3	(Con	tinue on separate she	et if necessary)		*		20
			ent work) Descri	iption of duties sho	ould be indicated in the	attached W		ce sheet.	
20.	INCLUSIVE DATES (mm/dd/yyyy) POSITION TITLE (Write in full/Do not abbrevi			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)
07/09/2023	PRESENT	Administrative Aide VI		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		17,824.00	06-3	Permanent	Υ
01/01/2023	07/08/2023	Administrative Aide VI		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		17,688.00	06-2	Permanent	Y
01/01/2022	12/31/2022	Administrative Aide VI		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		17,007.00	06-2	Permanent	Y
01/01/2021	12/31/2021	Administrative Aide VI		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		16,325.00	06-2	Permanent	Y
07/10/2020	12/31/2020	Administrative Aide VI		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		15,643.00	06-2	Permanent	Υ
01/01/2020	07/09/2020	Administrative Aide VI		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		15,524.00	06-1	Permanent	Υ
01/01/2019	12/31/2019	Administrative Aide VI		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		14,847.00	06-1	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide VI		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		14,340.00	06-1	Permanent	Y
07/03/2017	12/31/2017	Administrative Aide VI		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		13,851.00	06-1	Permanent	Y
01/03/2017	6/30/2017	Technical Assistant (	Data Encoder)	Resources, Comm	vironment and Natural nunity Environment urces, Baybay City	10,000.00	N/A	Contractual	N
02/01/2016	12/31/2016	Forest Extension	on Officer	Department of En Resources, Comm	vironment and Natural nunity Environment urces, Baybay City	15,000.00	N/A	Contractual	N
01/02/2015	01/31/2016	Data Encod	der I	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		12,327.00	N/A	Contractual	N
10/01/2014	12/31/2014	Admin. Aide		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		8,500.00	N/A	Contractual	N
07/01/2014	09/30/2014	Admin. Ai	de	Resources, Comn	vironment and Natural nunity Environment urces, Baybay City	7,712.67	N/A	Contractual	N
01/07/2013	06/30/2014	Admin. Ai	de	Department of Environment and Na Resources, Community Environmen and Natural Resources, Baybay City		7,712.67	N/A	Contractual	N
02/01/2012	12/31/2012	Encoder/Receiving/ R	deleasing Clerk	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		5,000.00	N/A	Contractual	N
04/04/2011	12/31/2011	Encoder/Receiving/ R	deleasing Clerk	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		5,000.00	N/A	Contractual	N
04/01/2010	12/31/2010	Computer Op	erator	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		5,000.00	N/A	Contractual	N
04/01/2009	12/31/2009	Data Encoder/Processor		Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City		5,000.00	N/A	Contractual	N
01/01/2009	03/03/2009	Encode	ır	PALM Printshop, Visca Baybay City, Leyte		3,000.00	N/A	N/A	N
09/01/2008	12/08/2008	Encoder/ID Designer/	Xerox Operator	Julienne Enterprises, Grnd. Floor Uptown Plaza Hotel, Magsaysay Ave. Baybay City		3,000.00	N/A	N/A	N
04/08/2008	06/20/2008	Sales Coord	inator	RL Appliance Inc. Baybay Branch, Magsaysay Ave. Baybay City		6,000.00	N/A	N/A	N
11/01/2007	01/01/2008	On-the-Job T		RL Appliance Inc. Baybay Branch, Magsaysay Ave. Baybay City		None	N/A	N/A	N
SIGNA	TURE		Shaum	unue on separate she	et if necessary)  DATE		Augus	t 11, 2024	
0,0,17			-				ugus	,	

VI. VOLUNTARY WORK OR INVOLVEMEN	IT IN CIVIC / NON-GOVERNI	MENT / PEOPLE / VOL	UNTARY ORGANIZ	ATION/S		
29. NAME & ADDRESS OF OF (Write in full)	NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		POSITION / NATURE OF WORK	
Department of Environment and Natural Res Environment and Natural Resources, Baybay	01/02/2011	03/31/2011	8	Encoder/ Receiving/ Releasing Clerk		
Department of Environment and Natural Res Environment and Natural Resources, Baybay	01/02/2010	03/31/2010	8	Computer Operator		
R.L. Appliance Inc. Baybay Branch, Magsaysa	11/01/2007	01/01/2008	8	Cashier Assistant		
VII. LEARNING AND DEVELOPMENT (L&	D) INTERVENTIONS TRAINI	(Continue on separate		1,00		
(Start from the most recent L&D/training program an				ef/Executive/Mai	nagerial position	s)
30. TITLE OF LEARNING AND DEVELOPMENT INTE: (Write in full)	INCLUSIVE DATES (mm/dc	OF ATTENDANCE (//yyyy)	NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
Orientation-Workshop on the Omnibus Ru Other Human Resource Actions (ORA-OR	4/4/2024	4/5/2024	16	Technical	Civil Service Commission Regional Office VIII	
Environment and Natural Resources (ENR	02/24/2021	03/5/2021	64	Technical	Human Resource Development Section (HRDS) Region 8 (via Zoom Cloud meeting)	
Preparing Education and Energy for a Cha	10/19/2021	10/19/2021	8	Technical	The Outstanding Women in the Nation's Service-NAST Philippines (vertual via	
Training on Advance Mapping using ArcGl	10/14/2019	10/18/2019	40	Technical	National Mapping and Resource Information Authority (NAMRIA) Central Office at Tacloban City	
Training on Closed-Circuit Television (CCT Maintenance	V) Installation and	09/17/2019	09/18/2019	16	Technical	ECOENERGY Solar Solution, Tacloban City
Seminar-Workshop on Integrity, Transpare Public Service (ITAPS)	ency & Accountability of	09/11/2019	09/11/2019	8	Technical	Office of the Deputy Ombudsman for Visayas NATIONAL MAPPING AND
raining on Basic Mapping using ArcGIS		06/04/2018	06/08/2018	40	Technical	RESOURCE INFORMATION AUTHORITY (NAMRIA) Central Office at Tacloban City
Training on Automated Statistical Reporting	ng System	02/06/2017	02/08/2017	24	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City
Training on Frontline Service Transaction S		11/14/2016	11/18/2016	40	Technical	Licensing & Regulatory Division, DENR- 8, Tacloban City
Basic Training on Website Development Voice Over Internet Protocol (VOIP) Instal	07/27/2016	07/29/2016	24	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City	
Training workshop on the roll out of DENR System (DPIS)	06/01/2016	06/02/2016	16	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City	
Training on the Government Procurement the BAC, TWG and Secretariat Members	03/09/2016	03/11/2016	24	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City	
Training on Information System Analysts a DENR8, Basic Computer Troubleshooting Training on Government Procurement Reforevised IRR (6th Edition)	11/12/2015 11/9/2015	11/13/2015 11/11/2015	16 24	Technical Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City Department of Budget and Management	
Training of SELF AWARENESS	09/23/2015	09/25/2015	24	Technical	Region No. 8, Tacloban City  Department of Environment and Natural Resources-Community Environment and Natural Resources Baybay City-Cuatro Islas Landscape and Seascape	
Certificate of Participation: Orientation of O Management Agreement (CBFMA) and Na (NGP)	10/24/2014	10/24/2014	8	Technical	Department of Environment and Natural Resources-Community Environment and Natural Resources Baybay City	
Certificate of Participation: Installation/Orie Personnel Information System (PIS)	entation/Implementation of	09/17/2012	09/21/2012	40	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City
Certificate of Participation: Physically Cor a Progressive Nation	August 19, 26, 27 & September 2 & 9, 2007		40		Gaas Multi-Purpose Center, Gaas, Baybay City, Leyte	
	2					
		(Continue on separate	sheet if necessary)	3		
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32.		CTIONS / RECOGNITION in full)			MEMBERSHIP IN  33. ASSOCIATION/ORGANIZATION
Computer Literate (Microsoft Word, Excel, Adobe, Powerpoint, Basic Manifold System, AutoCad and ArcGIS)  Certificate of Participation - Fourth Qtr. Consultative Meeting with National Greening Program (NGP)  Contractors and Department of Environment and Natural Resources- Community Environment and Natural Resources Office Baybay City for Calendar Year 2014.					Eastern Visayas Department of Environmen and Natural Resources Employees Union (EVDENREU)	
		(Continue on separate	sheet if necessary)	s		
SIGNATURE	- Shawn	DATE		August 11, 2024		

34.	Are you related by consanguinity or affinity to the appointing						
	chief of bureau or office or to the person who has immediate Bureau or Department where you will be approinted,						
	a. within the third degree?	YES NO					
	b. within the fourth degree (for Local Government Unit - Cal	YES NO					
			If YES, give details:				
35.	a. Have you ever been found guilty of any administrative of	ffense?	☐ YES ☑ NO				
		If YES, give details:					
	b. Have you been criminally charged before any court?	- 第	□ YES ☑ NO				
			If YES, give details:				
		Date Filed: Status of Case/s:					
36.	Have you ever been convicted of any crime or violation of	☐ YES ☑ NO					
	regulation by any court or tribunal?	If YES, give details:					
37.	Have you ever been separated from the service in any of the	YES NO					
	retirement, dropped from the rolls, dismissal, termination, en- phased out (abolition) in the public or private sector?	If YES, give details:					
38.	a. Have you ever been a candidate in a national or local el (except Barangay election)?	ection held within the last year	☐ YES ☑ NO				
			If YES, give details:				
	<ul> <li>b. Have you resigned from the government service during the last election to promote/actively campaign for a national</li> </ul>		e				
30	Have you acquired the status of an immigrant or permanent						
	,	,	YES № NO If YES, give details (country):				
	D	0.4.6.0:					
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8	YES NO					
a	Are you a member of any indigenous group?	✓ YES    ✓ NO  If YES, please specify:					
b	Are you a person with disability?	age	If YES, please specify:  ✓ YES □ NO	<u> </u>			
	Assessment of the second of th	age	If YES, please specify ID No	POLIO			
С	Are you a solo parent?		☐ YES ☑ NO If YES, please specify ID No	): <u>-</u>			
41.	REFERENCES (Person not related by consanguinity or affinity to a	pplicant /appointee)					
	NAME	TEL. NO.	Aller				
ALE	JANDRO K. BAUTISTA	DENR-PENRO LEYTE	09475757798				
ELN	MER LABACLADO	DENR-CENRO BAYBAY	09999910927	100			
VAL	IRE JESS D. ABAR	DENR-PENRO BILIRAN	09099118810	6 00 5			
				The state of the s			
42.	I declare under oath that I have personally accomplished			( m)			
	and complete statement pursuant to the provisions of pertir the Philippines. I authorize the agency head/authorized re		STATE OF THE PROPERTY OF THE P				
	herein. I agree that any misrepresentation made in	this document and its attachments	shall cause the	PHOTO			
	filing of administrative/criminal case/s against me.						
G	iovernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's	3023 1/1 <b>9</b>	X				
	icense, etc.) PLEASE INDICATE ID Number	. Araum					
H	overnment Issued ID: Professional Driver's License						
ID	/License/Passport No. H12-10-001078	Signature (Sign inside t August 11, 20					
D	ate/Place of Issuance: 10/27/2023 / LTO Baybay	ed ed	Right Thumbmark				
SI	JBSCRIBED AND SWORN to before me this	, affian	t exhibiting his/her validly issue	d government ID as indicated above.			
	_	Dath					
		Person Administering (					