

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	GONZAGA		
FIRST NAME	MARY MELKA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	LABADIA		
3. DATE OF BIRTH (mm/dd/yyyy)	03/03/1996	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	☐ by birth ☐ by naturalization Pls. indicate country:
5. SEX	☐ Male ☒ Female		
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:		
7. HEIGHT (m)	1.6 m	17. RESIDENTIAL ADDRESS	
8. WEIGHT (kg)	54 kg	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	O+		PUROK 3
10. GSIS ID NO.	2005-893-842		BARANGAY JUATON, ORMOC CITY, LEYTE
11. PAG-IBIG ID NO.	121252675962		6541
12. PHILHEALTH NO.	130502078411		6541
13. SSS NO.	0643107564	18. PERMANENT ADDRESS	PUROK 3
14. TIN NO.	753632229	ZIP CODE	BARANGAY JUATON, ORMOC CITY, LEYTE
15. AGENCY EMPLOYEE NO.	ENR-1102		6541
		19. TELEPHONE NO.	
		20. MOBILE NO.	0919-480-8983/ 0951-370-1980
		21. E-MAIL ADDRESS (if any)	immelk96@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	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	GONZAGA		N/A	N/A
FIRST NAME	RENANTE		N/A	N/A
MIDDLE NAME	DIANO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	LABADIA		N/A	N/A
FIRST NAME	FIDELA		N/A	N/A
MIDDLE NAME	CONOPIO		(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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	ORMOC CITY SPED CENTER	PRIMARY	2003	2009	N/A	2009	N/A
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	SECONDARY	2009	2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	WESTERN LEYTE COLLEGE OF ORMOC	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	2013	2017	N/A	2017	N/A
COLLEGE	ST. PETER'S COLLEGE OF ORMOC	BACHELOR OF SCIENCE IN ACCOUNTANCY	2017	2019	N/A	2019	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 05, 2023
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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
CS PROFFESIONAL ELIGIBILITY	81.57 %	17/04/2016	TACLOBAN CITY	08-191227-516	
DRIVERS LICENSE			ORMOC CITY	H03-16-000070	03/03/2023
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

(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						
07/01/2021	PRESENT	ADMINISTRATIVE ASSISTANT V	SANGGUNIANG PANLUNGSOD	25,000	SG11	CO-TERMINOUS	Y
01/04/2021	06/30/2021	ADMINISTRATIVE AIDE 1	SANGGUNIANG PANLUNGSOD	11,000	SG1	CASUAL	Y
06/19/2019	02/29/2020	ACCOUNTING STAFF	GREENPLAINS CONSTRUCTION	7, 500		REGULAR	N
06/19/2016	03/25/2018	ACCOUNTING STAFF/ SECRETARY	RDG CAR & TRUCKING SERVICES	1500.00		PART TIME	N
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	JANUARY 05, 2023

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			
	Ormoc Strays Oasis/ Ormoc Animal Raisers Association	2021	Present	-	Volunteer	
	Ormoc Tennis Club	03/2022	Present	-	Volunteer/ Part of the Organizing Team	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
(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			
	REGIONAL SEMINAR WORKSHOP "UTILIZING THE SUSTAINABLE DEVELOPMENT GOALS (SGDS) AS COMPASS FOR POST PANDEMIC RECOVERY"	10/24/2022	10/26/2022	24 HRS	FOUNDATION	WOMEN INVOLVED IN NATION-BUILDING
	ACCOUNTING: PRINCIPLES OF FINANCIAL ACCOUNTING	11/19/2020	11/23/2020	16 HRS	FOUNDATION	COURSERA/ IESE BUSINESS SCHOOL, UNIVERSITY OF NAVARRA
	COACH/ TRAINER FOR VOLLEYBALL BOYS & GIRLS FOR DISTRICT SIGLARO 2018	2018	2018	3 HRS	SUPERVISORY	JUATON ELEMENTARY SCHOOL
	NATIONAL CERTIFICATE III in BOKKEPPING	2018	2018		TECHNICAL	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)
	THE FILIPINO ACCOUNTANCY YOUTH: ROOTED IN IDENTITY, STRENGTHENED BY EXCELLENCE "HOW TO BE YOUR OWN BOSS"	02/25/2017	02/25/2017	2 HRS	FOUNDATION	NATIONAL FEDERATION OF JUNIUR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	THE FILIPINO ACCOUNTANCY YOUTH: ROOTED IN IDENTITY, STRENGTHENED BY EXCELLENCE "CREATING COMPETITIVE EDGE"	02/25/2017	02/25/2017	2 HRS	FOUNDATION	NATIONAL FEDERATION OF JUNIUR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	THE FILIPINO ACCOUNTANCY YOUTH: ROOTED IN IDENTITY, STRENGTHENED BY EXCELLENCE "OF LEADERS AND ADVOCATES"	02/25/2017	02/25/2017	2 HRS	FOUNDATION	NATIONAL FEDERATION OF JUNIUR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	THE FILIPINO ACCOUNTANCY YOUTH: ROOTED IN IDENTITY, STRENGTHENED BY EXCELLENCE "PHILIPPINE ACCOUNTANCY PROFESSION: CHANGE IS COMING"	02/25/2017	02/25/2017	2 HRS	FOUNDATION	NATIONAL FEDERATION OF JUNIUR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	COACH/ TRAINER FOR VOLLEYBALL BOYS & GIRLS FOR DISTRICT SIGLARO 2017	2017	2017		SUPERVISORY	JUATON ELEMENTARY SCHOOL
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	DANCING	N/A				N/A
	READING	N/A				N/A
	SCRAPBOOKING	N/A				N/A
	SINGING	N/A				N/A
	COMPUTER SKILLS	N/A				N/A
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	JANUARY 05, 2023	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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

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

b. Have you been criminally charged before any court?

☐ YES☒ NO

☐ YES☒ NO

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

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

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

☐ YES☒ NO

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

☐ YES☒ NO

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
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

☐ YES☒ NO

☐ YES☒ NO

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

NAME	ADDRESS	TEL. NO.
ENGR. ESTEBAN V. LAURENTE	VALLE ST., DOÑA FELIZA MEJIA, ORMOC CITY	0977-830-6455
PROS. BENJAMIN S. PONGOS, JR.	VILLA SOCORRO SUDB., BRGY. SAN ISIDRO, ORMOC CITY	0917-307-2685
ATTY. BURT J. PADES	VILLA THERESA HEIGHTS SUBD., BRGY. SAN ISIDRO, ORMOC CITY	0977-832-2509

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.

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

Government Issued ID: DRIVER'S LICENSE

ID/License/Passport No.: H03-16-000070

Date/Place of Issuance: ORMOC CITY

Signature (Sign inside the box)

January 05, 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

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