CS Form No. 212 Revised 2017	PERSON	NAL DAT	A SH	IEE1	ing A				
WARNING: Any misrepresent	ation made in the Personal Data Sheet and the	Work Experience Sheet s	hall cause the	filing of adm	inistrative/	criminal case/s a	gainst the per	rson	
concerned. READ THE ATTACHED GUIDI	E TO FILLING OUT THE PERSONAL DATA SHE	ET (PDS) BEFORE ACCO	MPLISHING TH	E PDS FORM	A.	100	2012/000	Mary Service	
Print legibly. Tick appropriate boxe I. PERSONAL INFORMATION	s () and use separate sheet if necessary Indicate N	VA if not applicable DO NOT	ABBREVIATE.	A TOWN	1. CS ID No		(Do not fill up. F	or CSC use only	
2. SURNAME	GUZMAN						The second second		
FIRST NAME	SHEENA MARIE					NAME EXTENSION (JR.	, SR) N/A	Sala era	
						The state of the state of			
MIDDLE NAME 3. DATE OF BIRTH	GONTIÑAS						101		
(mm/dd/yyyy)	24/05/1996	16. CITIZENSHIP		□ by birth			by naturalization		
4. PLACE OF BIRTH	GEN. SANTOS CITY, SO. COTABATO	If holder of dual citiz				Pls. indicate c	ountry:		
5. SEX	☐ Male ☑ Female	please indicate the	detais.					•	
6 CIVIL STATUS	✓ Single	17. RESIDENTIAL ADDRESS		House/Block/Lot No.			STA CRUZ Street BITANHUAN		
	Other/s:		Subdivision/Village BAYBAY CITY			Barangay LEYTE			
7. HEIGHT (m)	1.57	Action to the second se		City/Municipality			Province	Carlo Carlo	
8. WEIGHT (kg)	50	ZIP CODE				6521	074.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS		House/Block/Lot No.			STA CRUZ Street		
10. GSIS ID NO.	N/A		Subdivision/Allage BAYBAY CITY Cit Medically				BITANHUAN Barangay LEYTE Province		
11. PAG-IBIG ID NO.	1211-7968-4259								
12. PHILHEALTH NO.	13-025423952-7	ZIP CODE		Oity/Municipality 6521			riovino 0	100	
	11		The state of the s						
13, SSS NO.	06-3858987-0	19. TELEPHONE NO.	N/A						
14. TIN NO.	331-996-499-000	20. MOBILE NO.			0.	9979813156			
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)		sheena	mariegu	zman524@g	mail.com		
IL FAMILY BACKGROUND			e de Marcel		575	t example	V44/15		
22. SPOUSE'S SURNAME	N/A	NAME EXTENSION (JR., SR)	23. NAME of Ch	HILDREN (Write		1 list all)	DATE OF BIRTH (mm/dd/yyyy)		
FIRST NAME	N/A	TOTAL EXTENSION (INC. O.)	N/A			N/A			
MIDDLE NAME	N/A								
OCCUPATION	N/A								
EMPLOYER/BUSINESS NAME	N/A								
BUSINESS ADDRESS	N/A						1		
TELEPHONE NO.	N/A								
24. FATHER'S SURNAME	GUZMAN	NAME EXTENSION (JR., SR)	100				7		
FIRST NAME	MERLITO	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						restriction.	
MIDDLE NAME	SURBAN						di mana		
25. MOTHER'S MAIDEN NAME	SIMPLICIA ALABAT GONTIÑAS				200				
SURNAME	GONTIÑAS								
FIRST NAME	SIMPLICIA		(Continue on separate sheet if nec				1		
MIDDLE NAME	ALABAT		Very service	(Co	ontinue on se	parate sheet if neces	sary)		
III. EDUCATIONAL BACKS	INCOND					HIGHEST LEVEL	Mark was a file	SCHOLARSHIP!	
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGI (Write in full)		PERIOD OF A	To	UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS RECEIVED	
ELEMENTARY	ROMANA C. ACHARON ELEMENTARY SCHOOL	PRIMARY EDUC	ATION	2002	2008	GRADUATED	2008	N/A	
SECONDARY	BITANHUAN NATIONAL HIGH SCHOOL	SECONDARY EDU	CATION	2008	2012	GRADUATED	2012	With Honor	
MONTROWN	N/A	N/A		N/A	N/A	N/A	N/A	N/A	
VOCATIONAL / TRADE COURSE		BACHELOR OF SC		2012	2016	GRADUATED	2016	, N/A	
	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	AGRIBUSINE	.00						
TRADE COURSE	CAMPUS	AGRIBUSINE N/A continue on separate sheet if ne	outes of the other	N/A -	N/A	NA -	N/A	N/A	

CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE		RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			LICENSE (If applicable) NUMBER Date of		
BARANGAY ELIGIBILITY / DRIVER'S LICENSE CAREER SERVICE EXAMINATION		82.8	23/03/2024 ORMOC CITY			The second secon	Validity		
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		portar file			Testa est per	A ADD AND D			
1									
WORKE	XPERIENCE		(Co	ntinue on separate sheet	f necessary)				
		nt. Start from your recen	nt work) Descriptio	n of duties should be	indicated in the attache	ed Work Exp			
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 (Formal "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVIC (Y/N)		
03/26/2022	PRESENT	CASHIER		MSS CYC	13,000	N/A	EMPLOYED	Y	
03/06/2017	12/07/2021	BILLING CLERK		RITEMEA	16,000	N/A	RESIGNED	Y	
22/08/2016	14/01/2017	BRANCH CLERK		PACIFICA AGRIVET SUPPLIES INC.		13000.00	N/A	RESIGNED	Y
						200			
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SIGN	TURE	Mary (margint), and	10	ontinue on seperate sheet	if necessary) DATE		05/3	olat	
	1	Separate property of property and	TAN			Track (FORM 212 (Revised 2	# EV

I. VOLUNTARY WORK OR INVOLVEMENT IN	CIVIC / NON-GOVERNMEN	200	The second second second	ORGANIZATIO		第一次,在一个大大人的一个大大人		
29 NAME & ADDRESS OF ORG. (Write in full)	ANIZATION	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK			
		From	То		+ Y 1 0 = 19 10			
STO NIÑO DE PLARIDEL PARISH COMMISSION ON YOUTH		2016	PRESENT	N/A	MEMBER/VOLU	11.45.50		
AN NICOLAS DE TOLENTINO YOUTH CHORALE	2022	2024	N/A	MEMBER/VOLU	JNTEER			
	22 E1					A service of policy		
III. LEARNING AND DEVELOPMENT (L&D) IN	ITERVENTIONS/TRAINING	for the last five (5) y	TTENDED rears for Division	Man 1				
20. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTE	/E DATES OF ENDANCE /dd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)		
ITRODUCTION TO BOOKKEEPING	200 100	25/05/2025	26/05/2025	16HRS	TECHNICAL	TESDA ONLINE PROGRAM		
ITERNATIONAL LEADERSHIP TRAINING IN THE DIGIT.	AL WORKPLACE	24/05/2025	26/05/2025	24HRS	MANAGERIAL	SOUTHEAST ASIAN INSTITUTE OF EDUCATIONA TRAINING, INC.		
ASHIER'S COMPETENCY BASED TRAINING	Parting County	13/02/2023	15/02/2023	24HRS	TECHNICAL	MSS CYCLE TRAINING		
MIN TOWER FARMS CEBU CORPORATIONS: ON-THE-	JOB TRAINING	08/12/2015	25/01/2016	300HRS	TECHNICAL	TWIN TOWER FRAMS - CEBU		
EADERSHIP SEMINAR AND TEAM BUILDING	CAMP CONTRACT	21/02/2016	21/02/2016	8HRS	MANAGERIAL	IMMACULATE CONCEPTION PARISH		
TRATEGIC MANAGEMENT CONFERENCE	04/08/2015	04/08/2015	8HRS	MANAGERIAL	VISAYAS STATE UNIVERSITY CONVENTION HA			
OUTH BUSINESS CONFERENCE		28/02/2015	01/03/2015	16HRS	TECHNICAL	VISAYAS STATE UNIVERSITY CONVENTION HA		
INOVATION AND ENTREPRENEURSHIP FORUM	03/06/215	06/03/2015	8HRS	TECHNICAL	VISAYAS STATE UNIVERSITY CONVENTION HA			
UMAN BEHAVIORAL ORGANIZATION CONFERENCE		24/10/2014	24/10/2014	8HRS	MANAGERIAL	CCE BUILDING, VISAYAS STATE UNIVERSITY		
			**************************************		Control of the	Book Spirit at the Control of the American Control of the Control		
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professional contraction of the profession of th					an field	The color management of the		
	we stiffe of Policy with the strong deposition of a	e de Versier en 14 ag. e	e Parish and Singularia	auth pressure	Contract Con			
JIII. OTHER INFORMATION		Continue on separa	e sheet if necess	ary)	50 Sec. 14 24			
31. SPECIAL SKILLS and HOBBIES	32.	ON-ACADEMIC DIS		OGNITION		33 MEMBERSHIP IN ASSOCIATION/ORGANIZATIO		
COMPUTER LITERATE	The second secon		Vrite in full)			(vyrne in full)		
COMMUNICATION SKILLS	Not a Security of the production of the security of the securi	A Charles Comment		The second second of the secon				
2041	CHAVES BUT	d Vide	ATTY.	recording ()	- 340 MI NOM	Proceedings of the second		
	NO. ST. AS AS A SHOP IN	Charles Ch						
SIGNATURE	The state of the same	Continue on separa	te sheet if necess	- 4340 4223, Pag	ATE	05/20/20		

34 Are you related by consanguinity or affinity to the appointing	g or recommending authority, or to the	
at at human or office or to the person who has infined at	e supervision over you in the Office,	
Bureau or Department where you will be apppointed,		☐ YES ☑ NO
a. within the third degree?		
b. within the fourth degree (for Local Government Unit - Cal	reer Employees)?	☐ YES ☑ NO
b. within the fourth degree (for coods dovor		If YES, give details:
		T YES NO
35. a. Have you ever been found guilty of any administrative of	fense?	
		If YES, give details:
		□ YES ☑ NO
b. Have you been criminally charged before any court?		
B. Have you been commany		If YES, give details:
		Date Filed:
		Status of Case/s.
to a similar of a	any law decree ordinance or regulation by	□ YES □ NO
36 Have you ever been convicted of any crime or violation of a	iny law, decree, ordinance or regulation by	
any court or tribunal?		If YES, give details:
16 the control in one of the	o following modes: resignation, retirement	□ YES □ NO
37. Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term,	finished contract or phased out (abolition)	If YES, give details:
	minuted or princed out promisely	RESIGNATION
in the public or private sector?	stian hald within the last were forward	
a. Have you ever been a candidate in a national or local ele	ection neid within the last year (except	YES V NO
Barangay election)?		If YES, give details:
b. Have you resigned from the government service during t	he three (3)-month period before the last	YES NO
election to promote/actively campaign for a national or loca	I candidate?	If YES, give details:
39. Have you acquired the status of an immigrant or permanen	t resident of another country?	YES NO
		If YES, give details (country):
40 Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma	agna Carta for Disabled Persons (RA	
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972)	nlease answer the following items:	
	, prodoc driener die renemig	
Are you a member of any indigenous group?		☐ YES ☑ NO If YES, please specify:
Are you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:
Are you a solo parent?		YES VIO
		If YES, please specify ID No:
11. REFERENCES (Person not related by consanguinity or affinity to applic	ant /appointee)	
NAME	ADDRESS	TEL. NO.
GINA A. AGUINOD	LAO, ORMOC CITY	9364159929
		3 6 6
KANDICE MAY M. MACASO	SANTA FE, LEYTE	9927844513
GENALYN LUMANOG	PALO, LEYTE	9177048277
42. I declare under oath that I have personally accomplishe	ed this Personal Data Sheet which is a t	rue, correct and
complete statement pursuant to the provisions of perti		
Philippines. I authorize the agency head/authorized repres		
agree that any misrepresentation made in this doc	사용하다 가게 있는데 하는 것이 없다. 이 사람들은 그리고 있는데 그리고 있다면 하는데 없는데 없었다.	A CHANNEL AND A D
administrative/criminal case/s against me.		
		The second secon
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)		
PLEASE INDICATE ID Number and Date of Issuance	(comestical some contests)	
Government Issued ID: PASSPORT		ha.
	1 (/////	
ID/License/Passport No.: P4479198B	Signature (Sign ingide the	DOX)
Date/Place of Issuance. 01/21/2020 TACOBAN CITY	105/36/20	
OTTO THE PLANT OF	Date Accomplished	Right Thumbmark
Experience of the second	MY 2 11 2020	1.015
SUBSCRIBED AND SWORN to before me this	IAY 3 0 2025 affiant exhit	oiting his/her validly issued government ID as indicated above.
11114	ATTY. TOEN B. GH	AVEZ-BUTALVAN
Doc. No. 4/8	Notary Public for the Previnc	e of Leyte, City of Beybey
Page No. 84	Notarial Commissio	n No. B-23-12-07
Baak No. XAU	Until Decemb	
Servery	MCLE Comp. No. VIII-00114	46- V and Until Apr. 12, 2020
	Person Promise file 200	(Ma) - 01/02/25
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Attorney's Roll No. 42391 R. Magsaysay Avenue, Baybay City, Leyte