

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 box () 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	SAAVEDRA		
FIRST NAME	MARYJOY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABAPO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/28/1992	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	CEBU CITY	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:		
7. HEIGHT (m)	1.57 m	17. RESIDENTIAL ADDRESS	VILLA BULSITA
8. WEIGHT (kg)	64 kg	ZIP CODE	
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	VILLA BULSITA
10. GSIS ID NO.	-	ZIP CODE	
11. PAG-IBIG ID NO.	121087140508		
12. PHILHEALTH NO.	12-051257508-6		
13. SSS NO.	06-3366011-8	19. TELEPHONE NO.	
14. TIN NO.	314-353-769-0000	20. MOBILE NO.	09565139627
15. AGENCY EMPLOYEE NO.	1591	21. E-MAIL ADDRESS (if any)	marygol92892@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	SAAVEDRA			
FIRST NAME	FE HARNOLD	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TAGHOY			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABAPO			
FIRST NAME	ALMA			
MIDDLE NAME	CABO			

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	LARAY ELEMENTARY SCHOOL		6/1/1998	3/1/2004		2004	NONE
SECONDARY	ST. SCHOLASTICA'S ACADEMY		6/1/2004	3/1/2008		2008	NONE
VOCATIONAL / TRADE COURSE							
COLLEGE	UNIVERSITY OF SAN CARLOS	BACHELOR OF SCIENCE IN LIBRARY AND INFORMATION SCIENCE	4/1/2008	10/1/2012		2012	NONE
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTERS OF LIBRARY AND INFORMATION SCIENCE	5/1/2015	5/1/2017	33 UNITS		NONE

(Continue on separate sheet if necessary)


SIGNATURE		DATE	March 15, 2021
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[illegible]


V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	March 15, 2021
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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			
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
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			
	Preserving, Accessing, and Managing Digital Repositories: A Training Workshop	1/23/2020	1/24/2020	16.0	Technical/ Skills	University of the Philippines Library Science Alumni Association, Inc.
	Basic Research Methods Training	12/18/2019	12/19/2019	16.0	Technical/ Skills	Central Visayas Consortium for Health Research & Development
	Life-Changing Skills for a Meaningful and Satisfying Work Performance	5/23/2019	5/24/2019	16.0	Technical/ Skills	Academic Libraries Book Acquisition Systems Association, Inc.
	PLAI National Congress 2018 and General Assembly	11/20/2018	11/23/2018	21.0	Technical/ Skills	Philippine Librarians Association, Inc.
	Research and Innovations: Linking Theory and Practice	5/9/2018	5/9/2018	8.0	Technical/ Skills	Central Visayas Consortium for Health Research & Development
	User Experience (UX) Matters!: Lookingg at Library Services from a User Perspective	4/25/2018	4/27/2018	20.0	Technical/ Skills	Philippine Association of Academic and Research Librarians, Inc.
	Enhancing the Personal Domains of the National Competency-Based Standards for Filipino Librarians	9/21/2017	9/22/2017	16.0	Technical/ Skills	Philippine Librarians Association-Central Visayas Region
	INFORMillennials: New Competencies and Challenges in the Changing Library and Information Landscapes	4/26/2017	4/28/2017	20.0	Technical/ Skills	Association of Special Libraries of the Philippines, Inc.
	Challenges Facing Librarians and Libraries: What's Now and What's Next?	5/19/2016	5/20/2016	16.0	Technical/ Skills	Academic Libraries Book Acquisition Systems Association, Inc.
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
					Philippine Librarians Association	
					Cebu Librarians Association	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		March 15, 2021

<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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. Virginia P. Mollaneda</td> <td>Cebu City</td> <td>09616634398 09618210294</td> </tr> <tr> <td>Mrs. Maxie Doreen Cabarron</td> <td>Cebu City</td> <td>9998855571</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Virginia P. Mollaneda	Cebu City	09616634398 09618210294	Mrs. Maxie Doreen Cabarron	Cebu City	9998855571					
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<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>															
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>															



PHOTO

Right Thumbmark