

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 | MENDEZ | | |
| FIRST NAME | CARREN | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | GALVEZ | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 02/18/19994 | 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 | BAYBAY 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) | 1.60 | 17. RESIDENTIAL ADDRESS | 204 TRES MARTIRES ST <i>House/Block/Lot No. Street</i> N/A ZONE 14 <i>Subdivision/Village Barangay</i> BAYBAY CITY LEYTE <i>City/Municipality Province</i> 6521 |
| 8. WEIGHT (kg) | 59 | ZIP CODE | |
| 9. BLOOD TYPE | A+ | 18. PERMANENT ADDRESS | 204 TRES MARTIRES ST <i>House/Block/Lot No. Street</i> N/A ZONE 14 <i>Subdivision/Village Barangay</i> BAYBAY CITY LEYTE <i>City/Municipality Province</i> 6521 |
| 10. GSIS ID NO. | N/A | ZIP CODE | |
| 11. PAG-IBIG ID NO. | 1211-5367-6746 | | |
| 12. PHILHEALTH NO. | 12 0254640994 | | |
| 13. SSS NO. | 063 685 8244 | 19. TELEPHONE NO. | N/A |
| 14. TIN NO. | 322 852 725 0000 | 20. MOBILE NO. | 09359469129 |
| 15. AGENCY EMPLOYEE NO. | N/A | 21. E-MAIL ADDRESS (if any) | carr3nm3nd3z@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 |
| MIDDLE NAME | N/A | | | |
| OCCUPATION | N/A | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | MENDEZ | | | |
| FIRST NAME | CARLOS | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | ESGUERA | | | |
| 25. MOTHER'S MAIDEN NAME | GALVEZ | | | |
| SURNAME | MENDEZ | | | |
| FIRST NAME | ELENA | | | |
| MIDDLE NAME | LEOP | | (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 | BAYBAY II CENTRAL SCHOOL | PRIMARY EDUCATION | 2000 | 2006 | N/A | 2010 | N/A |

| | | | | | | | |
|--|---|-------------------------------------|-------------|------|-----------|------|-----|
| SECONDARY | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION | HIGH SCHOOL | 2006 | 2010 | N/A | 2014 | N/A |
| VOCATIONAL / | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | VISAYAS STATE UNIVERSITY | BACHELOR OF SCIENCE IN AGRIBUSINESS | 2010 | 2015 | N/A | 2015 | N/A |
| GRADUATE STUDIES | VISAYAS STATE UNIVERSITY | MASTERS IN MANAGEMENT | 2017 | 2019 | 40 | N/A | N/A |
| <i>(Continue on separate sheet if necessary)</i> | | | | | | | |
| SIGNATURE |  | | DATE | | 5/23/2025 | | |

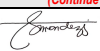
| IV. CIVIL SERVICE ELIGIBILITY | | | | | | |
|-------------------------------|---|---------------------------|----------------------------------|-----------------------------------|-------------------------|------------------|
| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) | |
| | | | | | NUMBER | Date of Validity |
| | Career Service Examination Pen and Paper Test (Professional) | 83.75% | 3/2/2025 | ORMOC CITY | N/A | |
| | FIRE OFFICER EXAM | 83.75% | 6/02/2024 | TACLOBAN CITY | N/A | |
| | AFPSAT | 61.00% | 03/30/2023 | ARESCOM TRAINING SCHOOL | N/A | 3 YRS |
| | NAPOLCOM ENTRANCE EXAM | 70.00% | 4/4/2022 | TACLOBAN CITY | N/A | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

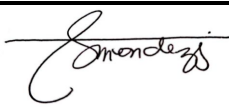

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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

[illegible]

| | | | |
|------------------|---|-------------|-----------|
| SIGNATURE | | DATE | 5/23/2025 |
|------------------|---|-------------|-----------|

| 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 | | | |
| VISAYAS STATE UNIVERSITY ROTC UNIT | 09/1/2023 | 12/31/2023 | | TACTICAL NCO | |
| | | | | | |
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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 | | | |
| Basic Weapon Disarming Webinar | 4/26/2025 | 4/26/2025 | 4.0 | Technical | THE FENCE SHIELDING TRAINING SERVICES |
| Data Privacy Awareness For Security Personnel Webinar | 4/12/2025 | 4/12/2025 | 4.0 | Technical | EXPLOSIVE ORDINANCE RECONNAISSANCE AGENT ASSOCIATION OF THE PHILIPPINES INC (EORAAPI) |
| General Virtual Assistant Training | 4/4/2025 | 4/7/2025 | 15.0 | Technical | FREELANCE ACADEMY |
| Basic Self-Defense Fundamentals | 3/29/2025 | 3/29/2025 | 4.0 | Technical | THE FENCE SHIELDING TRAINING SERVICES |
| Understanding Terrorism : Exploring Global and Local Perspective Webinar | 3/29/2025 | 3/29/2025 | 4.0 | Technical | EXPLOSIVE ORDINANCE RECONNAISSANCE AGENT ASSOCIATION OF THE PHILIPPINES INC (EORAAPI) |
| Basic Fire Safety Awareness Training (Online Training) | 3/22/2025 | 3/22/2025 | 4.0 | Technical | TRAINOVATE |
| Emergency Management: Awareness on Incident Command System Webinar | 3/15/2025 | 3/15/2025 | 4.0 | Technical | EXPLOSIVE ORDINANCE RECONNAISSANCE AGENT ASSOCIATION OF THE PHILIPPINES INC (EORAAPI) |
| Orientation on Financial Management Transaction in VSU | 3/13/2025 | 3/13/2025 | 8.0 | Technical | VSU |
| Workshop on Process Harmonization for Financial Management System (FMS) | 10/3/2024 | 10/7/2024 | 24.0 | Technical | VSU |
| Basic Life Support Training | 3/12/2024 | 3/14/2024 | 24.0 | Technical | VSU |
| Snake Bite and Marine Aquatic Envenomation Seminar Workshop | 2/28/2024 | 2/28/2024 | 4.0 | Technical | VSU |
| Go Digital with #StriveCommunity: Advanced Bookkeeping -Learn Business Recording with Peddlr Institute and Bayan Academy | 12/9/2023 | 12/9/2023 | 4.0 | Technical | PEDLLR & BAYAN ACADEMY |
| Go Digital with #StriveCommunity: Basic Bookkeeping -Learn Business Recording with Peddlr Institute and Bayan Academy | 12/9/2023 | 12/9/2023 | 4.0 | Technical | PEDLLR & BAYAN ACADEMY |
| Animal Production (Ruminants) NCII | 1/7/2023 | 11/8/2023 | 8.0 | Technical | TESDA |
| Limited War fighting Competency Training | 4/4/2023 | 4/10/2023 | 56.0 | Technical | AFP |
| Environmental Protection Training | 4/3/2023 | 4/3/2023 | 8.0 | Technical | AFP |
| Disaster Response and Rescue Operation Training | 12/22/2022 | 12/28/2022 | 56.0 | Technical | AFP |
| Probationary Officer Training Course (POTC) | 12/13/2022 | 4/11/2023 | 4 mos. | Technical | AFP |
| | | | | | |
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| | | | | | |
| (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) | | |
| Computer Literate | ULTIMATE FRISBEE TOURNAMENT IN LEYTE | | VSU ULTIMATE FRISBEE ORGANIZATION | | |
| Oral Communication Skill | MR. BAYBAY BODYBUILDING COMPETITION (BIKINI CATEGORY) 1ST PLACER; CITY BODYBUILDING COMPETITION (BIKINI CATEGORY) 2ND PLACER | | ORMOC EXTREME OLYMPIC GYM | | |
| Entrepreneurial Skill | KASIKAS TRAIL RUN 2022 3RD PLACER | | | | |
| Financial Skill | Probationary Officer Training Course Commendation | | | | |
| Marketing and Production Skill | COMMANDANT, RTS AWARD | | | | |
| Good in Human Relationship | LOVE RACE OBSTACLE CHALLENGE 2024 Women Category 3RD PLACER | | | | |
| Agricultural Skill | | | | | |
| | | | | | |
| (Continue on separate sheet if necessary) | | | | | |
| SIGNATURE | |  | | DATE | 5/23/2025 |

| <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> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>a. within the third degree?</p> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> | <p>If YES, give details:</p> <hr/> | | | | | | | | | | | | |
|--|---|---|---------|----------|--------------------|--------------------|-------------|---------------------|--------------------|-------------|----------------------|--------------------|-------------|
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>b. Have you been criminally charged before any court?</p> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> | <p>If YES, give details:</p> <hr/> <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> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> | <p>If YES, give details:</p> <hr/> | | | | | | | | | | | | |
| <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> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> | <p>If YES, give details:</p> <hr/> | | | | | | | | | | | | |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> | <p>If YES, give details: _____</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p> <div style="text-align: right;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> | <p>If YES, give details (country):</p> <hr/> | | | | | | | | | | | | |
| <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>If YES, please specify: _____</p> <p>If YES, please specify ID 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>Arthur IT. Tambong</td> <td>Baybay City, Leyte</td> <td>09286763258</td> </tr> <tr> <td>Nerelito P. Pascual</td> <td>Baybay City, Leyte</td> <td>09202951702</td> </tr> <tr> <td>Queen-Ever Y. Atupan</td> <td>Baybay City, Leyte</td> <td>09955181566</td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | Arthur IT. Tambong | Baybay City, Leyte | 09286763258 | Nerelito P. Pascual | Baybay City, Leyte | 09202951702 | Queen-Ever Y. Atupan | Baybay City, Leyte | 09955181566 |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | |
| Arthur IT. Tambong | Baybay City, Leyte | 09286763258 | | | | | | | | | | | |
| Nerelito P. Pascual | Baybay City, Leyte | 09202951702 | | | | | | | | | | | |
| Queen-Ever Y. Atupan | Baybay City, Leyte | 09955181566 | | | | | | | | | | | |
| <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> | | | | | | | | | | | | | |
| <p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: Driver's License</p> <p>ID/License/Passport No.: H12-19-000444</p> <p>Date/Place of Issuance: 04/26/2023</p> | <div style="border: 1px solid black; padding: 5px; text-align: center;">  Signature (Sign inside the box) 05/23/2025 Date Accomplished </div> | <div style="text-align: center;">  PHOTO </div> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <div style="text-align: center; margin-top: 5px;">Right Thumbmark</div> | | | | | | | | | | | |
| <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> <div style="text-align: center; margin-top: 5px;">Person Administering Oath</div> | | | | | | | | | | | | | |