

## 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	BENITEZ		
FIRST NAME	KARMEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MANTE		
3. DATE OF BIRTH (mm/dd/yyyy)	07/29/2002	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, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street N/A N/A Subdivision/Village Barangay N/A N/A City/Municipality Province
7. HEIGHT (m)	1.56	ZIP CODE	
8. WEIGHT (kg)	68		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A SANTA CRUZ Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		6521
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	9102465943
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	<a href="mailto:karmelbenitez64@gmail.com">karmelbenitez64@gmail.com</a>

## 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		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	BENITEZ		N/A	N/A
FIRST NAME	CATALINO	JR.	N/A	N/A
MIDDLE NAME	MONTEROLA		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	MANTE		N/A	N/A
FIRST NAME	MARILOU		N/A	N/A
MIDDLE NAME	ABARQUEZ		(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	KILIM ELEMENTARY SCHOOL	PRIMARY EDUCATION			GRADUATED		Salutatorian
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL			GRADUATED		With Honors
VOCATIONAL / TRADE COURSE	N/A	N/A			N/A		N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS BIOLOGY MAJOR IN ECOLOGY			GRADUATED		VSU Scholar
GRADUATE STUDIES	N/A	N/A			N/A		N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	August 05, 2025
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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]

<b>SIGNATURE</b>		<b>DATE</b>	08/05/2025
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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		
	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**

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			
	OBioSpeaks: The Green and Blue Tapestry of Life	02/15/2025	02/15/2025	3.0	Technical	Department of Biological and Sciences
	Eco-parks and Sustainability: Transforming the Environment Through Community Involvement	01/27/2025	01/27/2025	3.0	Technical	Cordillera Young Leaders Club
	National Launch of the Courage for Climate Campaign	09/13/2024	09/13/2024	4.0	Foundational	Greenpeace Southeast Asia – Philippines
	Pathways to a Green World: Empowering Local Action and Open Mapping for Climate Adaptation and Resilience	11/23/2024	11/23/2024	4.0	Technical	Open Mapping Guru Project
	Biodiversity: Bringing Value Back to it's Core through Science and Context-Based Environmental Conservation, Protection and Management	10/11/2024	10/11/2024	4.0	Technical	Training for Environmental Research and Advocacy
	Prevention of Wildlife Trafficking	09/28/2023	09/28/2023	4.0	Foundational	Traffic the Wildlife Trade Monitoring Network
	Vital Sites: Designing and managing protected and conserved areas to support inland water ecosystems and biodiversity.	03/05/2025	03/05/2025	4.0	Technical	IUCN World Commission on Protected Areas (WCPA)
	Field and Remote Mapping: Kobo Toolbox and HOT Tasking Manager Training Workshop	11/13/2024	11/13/2024	5.0	Technical	Viscan YouthMappers Organization
	MAPAangat: Ang Ikalawang Kabanata	10/17/2023	10/17/2023	5.0	Foundational	Viscan YouthMappers Organization
	PRDV008: Preparing and Delivering Presentations	08/04/2025	08/04/2025	4.0	Technical	Saylor Organization Academy
	PRDV003: Word Processing	08/04/2025	08/04/2025	3.0	Technical	Saylor Organization Academy
	PRDV005: Time and Stress Management	08/04/2025	08/04/2025	4.0	Technical	Saylor Organization Academy

(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)
	Stong written and verbal communication skills				
	Organized and detail-oriented				
	Time management and multitasking				
	Data gathering and fieldwork experience				
	Basic research and scientific writing				
	Computer Literate				
	Comfortable with teamwork and collaboration				

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	<b>08/05/2025</b>
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<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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td><b>ANALYN M. MAZO</b></td> <td><b>VSU, BAYBAY CITY, LEYTE</b></td> <td></td> </tr> <tr> <td><b>CHERYL C. BATISTEL</b></td> <td><b>VSU, BAYBAY CITY, LEYTE</b></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	<b>ANALYN M. MAZO</b>	<b>VSU, BAYBAY CITY, LEYTE</b>		<b>CHERYL C. BATISTEL</b>	<b>VSU, BAYBAY CITY, LEYTE</b>				
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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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PHOTO

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath