

# 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)

2. SURNAME	ISMA		
FIRST NAME	MARIA ARLITA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	EDILO		
3. DATE OF BIRTH (mm/dd/yyyy)	6/8/1983	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	MAASIN CITY	If holder of dual citizenship, please indicate the details.	Peru ▼
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street <b>PUROK CAIMITO</b> <b>SAN JOAQUIN</b> Subdivision/Village Barangay <b>MACROHON</b> <b>SOUTHERN LEYTE</b> City/Municipality Province <b>6601</b>
7. HEIGHT (m)	1.50	ZIP CODE	
8. WEIGHT (kg)	58.5		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street <b>PUROK CAIMITO</b> <b>SAN JOAQUIN</b> Subdivision/Village Barangay <b>MACROHON</b> <b>SOUTHERN LEYTE</b> City/Municipality Province <b>6601</b>
10. GSIS ID NO.	2005087758	ZIP CODE	
11. PAG-IBIG ID NO.	121017437932		
12. PHILHEALTH NO.	130501060055		
13. SSS NO.	0624838166	19. TELEPHONE NO.	N/A
14. TIN NO.	276172343	20. MOBILE NO.	09934276022
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	reajaneisma@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ISMA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ED MARC	NAME EXTENSION (JR., SR)	MICHAEL JAN EDILO ISMA	12/1/2001
MIDDLE NAME	ESAGA		EDMARC NAZARENE EDILO ISMA	9/1/2009
OCCUPATION	ACCOUNT OFFICER		AIKAILAH IVEREM EDILO ISMA	06/09/20013
EMPLOYER/BUSINESS NAME	BDO Network Bank		MARC ETHAN EDILO ISMA	7/10/2014
BUSINESS ADDRESS	MAASIN CITY, SOUTHERN LEYTE			
TELEPHONE NO.	9383404551			
24. FATHER'S SURNAME	EDILO			
FIRST NAME	ARTEMIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DUGOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	RALLOS			
FIRST NAME	LOLITA			
MIDDLE NAME	SALARDA			

(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	SAINT JOSEPH COLLEGE	PRIMARY EDUCATION	1990	1996	N/A	1996	TOP 8 NEAT
SECONDARY	SAINT JOSEPH COLLEGE	SECONDARY EDUCATION	1996	1999	THIRD YEAR LEVEL	N/A	PEPT PASSER
VOCATIONAL / TRADE COURSE	SYSTEMS TECHNOLOGY INSTITUTE	DIPLOMA IN COMPUTER STUDIES	2002	2004	GRADUATED	2004	Dean's Lister
COLLEGE	COLLEGE OF MAASIN	BACHELOR OF SCIENCE IN NURSING	2005	2008	3RD YEAR LEVEL	N/A	N/A
	CAP COLLEGE FOUNDATION INC.	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	2016	2020	GRADUATED	2020	N/A
GRADUATE STUDIES	COLLEGE OF MAASIN	MASTER IN PUBLIC ADMINISTRATION	2020	2022	GRADUATED	2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 4, 2024
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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	JUNE 4, 2024
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[illegible]

#### VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

#### VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS	MOST OUTSTANDING ADMINISTRATIVE ASSISTANT IN THE REGION VIII	N/A
COMPUTER LITERATE (MS OFFICE)	BEST PERFORMER - NET POSITIVE REVENUE (AWARD OF EXCELLENCE)	
TECHNICAL SKILLS (HIGH SPEED INTERNET)	RANK 3 - JULY AGENT ONE REPORT (AWARD OF EXCELLENCE )	
RECORDKEEPING	AS THE QUALITY ASSURANCE CHOICE AWARD 2012	
WATCHING NEWS, MOVIES AND DOCUMENTARY FILMS	FOR EXEMPLARY CUSTOMER SERVICE SKILLS, DEPENDABILITY AND DEDICATION TO WORK	
PLAY VOLLEYBALL		

SIGNATURE		DATE	JUNE 4, 2024
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Resignation</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>GENIS S. MURALLOS PhD, CESO V</td> <td>MAASIN CITY, SOUTHERN LEYTE</td> <td>N/A</td> </tr> <tr> <td>RAYMUNDO M. SINOC</td> <td>MAASIN CITY, LEYTE</td> <td>N/A</td> </tr> <tr> <td>LYNA M. GAYAS</td> <td>MACROHON, SOUTHERN LEYTE</td> <td>N/A</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	GENIS S. MURALLOS PhD, CESO V	MAASIN CITY, SOUTHERN LEYTE	N/A	RAYMUNDO M. SINOC	MAASIN CITY, LEYTE	N/A	LYNA M. GAYAS	MACROHON, SOUTHERN LEYTE	N/A		
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RAYMUNDO M. SINOC	MAASIN CITY, LEYTE	N/A													
LYNA M. GAYAS	MACROHON, SOUTHERN LEYTE	N/A													
<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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<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">SUBSCRIBED AND SWORN to before me <u>this</u> _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 100px; margin: 10px auto; position: relative;"> <div style="position: absolute; bottom: 5px; left: 50%; transform: translateX(-50%);">             Person Administering Oath           </div> </div> </div> <div style="width: 35%; text-align: center;"> <p>PHOTO</p></div> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 10px auto; position: relative;"> <div style="position: absolute; bottom: 5px; left: 50%; transform: translateX(-50%);">             Right Thumbmark           </div> </div> </div>															