

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	MANAGBANAG		
FIRST NAME	GEMMIL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MONTAJES		
3 DATE OF BIRTH (mm/dd/yyyy)	11/03/1987	16 CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pts. indicate country: Philippines
4 PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5 SEX	<input checked="" type="checkbox"/> Male <input 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	N/A House/Block/Lot No. Street N/A GAAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7 HEIGHT (m)	1.62	ZIP CODE	6521
8 WEIGHT (kg)	45	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A GAAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9 BLOOD TYPE	"O"	ZIP CODE	6521
10 GSIS ID NO.	2005290692	19. TELEPHONE NO.	N/A
11 PAG-IBIG ID NO.	121210526247	20. MOBILE NO.	09504690263
12 PHILHEALTH NO.	13-000123864-8	21. E-MAIL ADDRESS (if any)	geleejan@gmail.com
13 SSS NO.	06-32665156		
14 TIN NO.	265-111-273-000		
15 AGENCY EMPLOYEE NO.	OSEC-DENRB-ADA6-522-2014		

II. FAMILY BACKGROUND

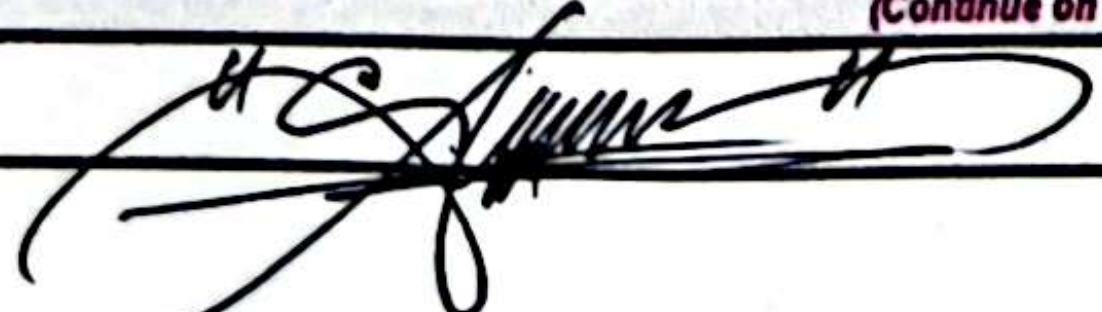
22 SPOUSE'S SURNAME	MANAGBANAG		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELVIRA	NAME EXTENSION (JR., SR) N/A	GELEE JAN S. MANAGBANAG	01/18/2011
MIDDLE NAME	SABALLA		PRINCE KYLE S. MANAGBANAG	10/19/2016
OCCUPATION	HOUSEWIFE		NATHAN SETHLEIGH S. MANAGBANAG	05/28/2018
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24 FATHER'S SURNAME	MANAGBANAG			
FIRST NAME	GUILLERMO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	BAHINTING			
25 MOTHER'S MAIDEN NAME				
SURNAME	MONTAJES			
FIRST NAME	CAMILA			
MIDDLE NAME	MANULAT			

(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	Gaas Elementary School	ELEMENTARY	1995	2000	N/A	2000	N/A
SECONDARY	Baybay National High School	HIGH SCHOOL	2000	2004	N/A	2004	N/A
VOCATIONAL /TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Franciscan College of the Immaculate Conception (FCIC)	Bachelor of Science in Commerce major in Management	2004	2008	N/A	2008	N/A
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY (CTU)	Master in Public Administration	2023	2024	30 units	N/A	N/A
OTHERS	Franciscan College of the Immaculate Conception (FCIC)	Bachelor of Secondary Education-MATH (SUPPLEMENTAL COURSE)	2021	2021	18 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 9, 2025
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IV. CIVIL SERVICE ELIGIBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFIRMATION	PLACE OF EXAMINATION / CONFIRMATION	LICENSE (if applicable)			
				NUMBER	Date of Validity		
CAREER SERVICE EXAMINATION - PEN and PAPER TEST PROFESSIONAL	81.99%	08/07/2022	Leyte National High School, Tacloban City	370001	10/06/2022		
CAREER SERVICE EXAMINATION - PEN and PAPER TEST SUB-PROFESSIONAL	81.62%	04/17/2016	Leyte National High School, Tacloban City	760203	5/27/2016		
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. 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 (From 1st to 9th INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2024	PRESENT	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	18,537.00	06-3	Permanent	Y
07/09/2023	12/31/2023	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	17,824.00	06-3	Permanent	Y
01/01/2023	07/08/2023	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	17,688.00	06-2	Permanent	Y
01/01/2022	12/31/2022	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	17,007.00	06-2	Permanent	Y
01/01/2021	12/31/2021	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	16,325.00	06-2	Permanent	Y
07/10/2020	12/31/2020	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	15,643.00	06-2	Permanent	Y
01/01/2020	07/09/2020	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	15,524.00	06-1	Permanent	Y
01/01/2019	12/31/2019	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	14,847.00	06-1	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	14,340.00	06-1	Permanent	Y
07/03/2017	12/31/2017	Administrative Aide VI	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	13,851.00	06-1	Permanent	Y
01/03/2017	6/30/2017	Technical Assistant (Data Encoder)	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	10,000.00	N/A	Contract of Service	N
02/01/2016	12/31/2016	Forest Extension Officer	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	15,000.00	N/A	Contract of Service	N
01/02/2015	01/31/2016	Data Encoder I	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	12,327.00	N/A	Contract of Service	N
10/01/2014	12/31/2014	Admin. Aide	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	8,500.00	N/A	Contract of Service	N
07/01/2014	09/30/2014	Admin. Aide	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	7,712.67	N/A	Contract of Service	N
01/07/2013	06/30/2014	Admin. Aide	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	7,712.67	N/A	Contract of Service	N
02/01/2012	12/31/2012	Encoder/Receiving/ Releasing Clerk	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	5,000.00	N/A	Contract of Service	N
04/04/2011	12/31/2011	Encoder/Receiving/ Releasing Clerk	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	5,000.00	N/A	Contract of Service	N
04/01/2010	12/31/2010	Computer Operator	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	5,000.00	N/A	Contract of Service	N
04/01/2009	12/31/2009	Data Encoder/Processor	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	5,000.00	N/A	Contract of Service	N
01/01/2009	03/03/2009	Encoder	PALM Printshop, Visca Baybay City, Leyte	3,000.00	N/A	N/A	N
09/01/2008	12/08/2008	Encoder/ID Designer/ Xerox Operator	Julienne Enterprises, Grnd. Floor Uptown Plaza Hotel, Magsaysay Ave. Baybay City	3,000.00	N/A	N/A	N
04/08/2008	06/20/2008	Sales Coordinator	RL Appliance Inc. Baybay Branch, Magsaysay Ave. Baybay City	6,000.00	N/A	N/A	N
11/01/2007	01/01/2008	On-the-Job Training	RL Appliance Inc. Baybay Branch, Magsaysay Ave. Baybay City	None	N/A	N/A	N
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		April 9, 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		
	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	01/02/2011	03/31/2011	8	Encoder/ Receiving/ Releasing Clerk
	Department of Environment and Natural Resources, Community Environment and Natural Resources, Baybay City	01/02/2010	03/31/2010	8	Computer Operator
	R.L. Appliance Inc. Baybay Branch, Magsaysay Ave. Baybay City	11/01/2007	01/01/2008	8	Cashier Assistant

(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)

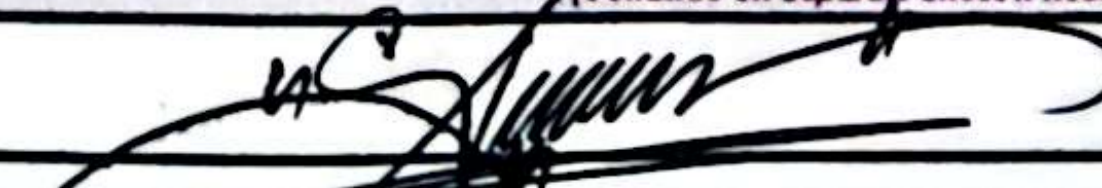
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Orientation-Workshop on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-ORHA)	04/04/2024	04/05/2024	16	Technical	Civil Service Commission Regional Office VIII
	Environment and Natural Resources (ENR) Frontline Course	02/24/2021	03/5/2021	64	Technical	Human Resource Development Section (HRDS) Region 8 (via Zoom Cloud meeting)
	Preparing Education and Energy for a Changing Climate	10/19/2021	10/19/2021	8	Technical	The Outstanding Women in the Nation's Service- National Academy of Science and Technology (NAST) Philippines (virtual via zoom)
	Training on Advance Mapping using Arc-Geographic Information System (GIS)	10/14/2019	10/18/2019	40	Technical	National Mapping and Resource Information Authority (NAMRIA) Central Office at Tacloban City
	Training on Closed-Circuit Television (CCTV) Installation and Maintenance	09/17/2019	09/18/2019	16	Technical	ECOENERGY Solar Solution, Tacloban City
	Seminar-Workshop on Integrity, Transparency & Accountability of Public Service (ITAPS)	09/11/2019	09/11/2019	8	Technical	Office of the Deputy Ombudsman for Visayas
	Training on Basic Mapping using Arc-Geographic Information System (GIS)	06/04/2018	06/08/2018	40	Technical	National Mapping and Resource Information Authority (NAMRIA) Central Office at Tacloban City
	Training on Automated Statistical Reporting System	02/06/2017	02/08/2017	24	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City
	Training on Frontline Service Transaction System (FSTS)	11/14/2016	11/18/2016	40	Technical	Licensing & Regulatory Division, DENR-8, Tacloban City
	Basic Training on Website Development and Maintenance and Voice Over Internet Protocol (VOIP) Installation	07/27/2016	07/29/2016	24	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City
	Training workshop on the roll out of DENR Personnel Information System (DPIS)	06/01/2016	06/02/2016	16	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City
	Training on the Government Procurement Reform Act (R.A. 9184) for the Bids and Award Committee (BAC), Technical Working Group (TWG) and Secretariat Members	03/09/2016	03/11/2016	24	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City
	Training on Information System Analysts and Property Custodian of DENR8, Basic Computer Troubleshooting, Networking and Information, and Communication Technology (ICT) inventory	11/12/2015	11/13/2015	16	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City
	Training on Government Procurement Reform Act R.A. 9184 and its revised Implementing Rules and Regulations (IRR) (6th Edition)	11/9/2015	11/11/2015	24	Technical	Department of Budget and Management Region No. 8, Tacloban City
	Training of SELF AWARENESS	09/23/2015	09/25/2015	24	Technical	Department of Environment and Natural Resources-Community Environment and Natural Resources Baybay City-Cuatro Islas Landscape and Seascape
	Certificate of Participation: Orientation of Community Based Forest Management Agreement (CBFMA) and National Greening Program (NGP)	10/24/2014	10/24/2014	8	Technical	Department of Environment and Natural Resources-Community Environment and Natural Resources Baybay City
	Certificate of Participation: Installation/Orientation/Implementation of Personnel Information System (PIS)	09/17/2012	09/21/2012	40	Technical	Department of Environment and Natural Resources-Region No. 8, Tacloban City
	Certificate of Participation: Physically Competitive Youth: A Bridge to a Progressive Nation	August 19, 26, 27 & September 2 & 9, 2007		40		Gaas Multi-Purpose Center, Gaas, Baybay City, Leyte

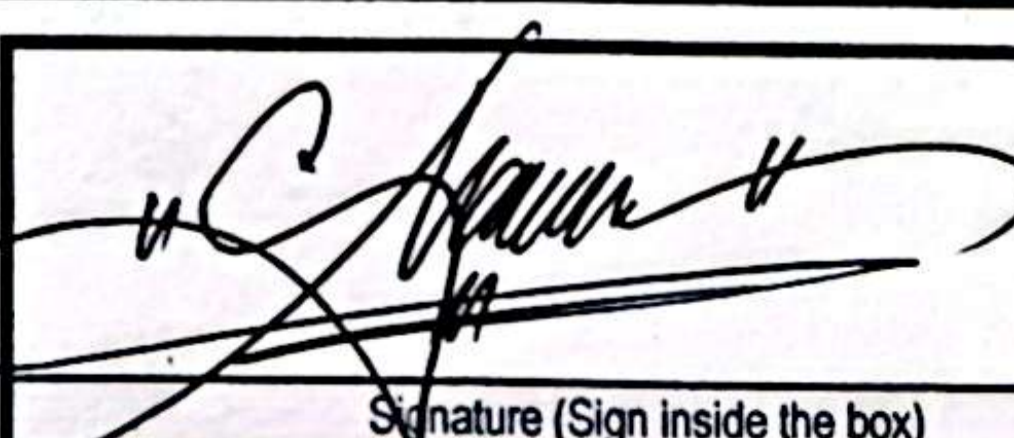
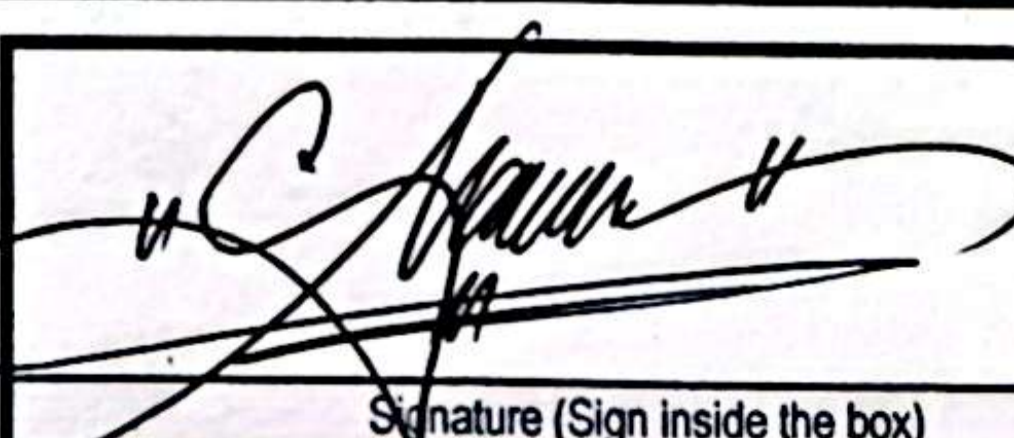
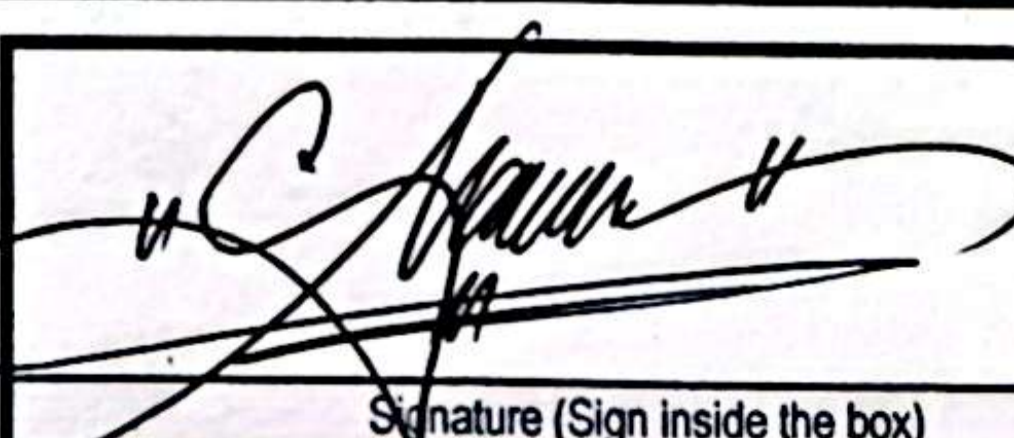



(Continue on separate sheet if necessary)

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 (Microsoft Word, Excel, Adobe, Powerpoint, Basic Manifold System, AutoCad and ArcGIS)		Certificate of Participation - Fourth Qtr. Consultative Meeting with National Greening Program (NGP) Contractors and Department of Environment and Natural Resources- Community Environment and Natural Resources Office Baybay City for Calendar Year 2014.		Eastern Visayas Department of Environment and Natural Resources Employees Union (EVDENREU)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 9, 2025
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: POLIO</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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ALEJANDRO K. BAUTISTA</td> <td>DENR-PENRO LEYTE</td> <td>09475757798</td> </tr> <tr> <td>ELMER LABACLADO</td> <td>DENR-CENRO BAYBAY</td> <td>09999910927</td> </tr> <tr> <td>VALIRE JESS D. ABAR</td> <td>DENR-PENRO BILIRAN</td> <td>09099118810</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ALEJANDRO K. BAUTISTA	DENR-PENRO LEYTE	09475757798	ELMER LABACLADO	DENR-CENRO BAYBAY	09999910927	VALIRE JESS D. ABAR	DENR-PENRO BILIRAN	09099118810			
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VALIRE JESS D. ABAR	DENR-PENRO BILIRAN	09099118810														
<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>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>Professional Driver's License</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H12-10-001078</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>10/27/2023 / LTO Baybay</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Professional Driver's License	ID/License/Passport No.:	H12-10-001078	Date/Place of Issuance:	10/27/2023 / LTO Baybay	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) April 9, 2025 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) April 9, 2025 Date Accomplished				
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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; text-align: center;"> <p>Person Administering Oath</p> </div>																