PERSONAL DATA SHEET

ARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person

EAD THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. int 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) MONTESCLAROS . SURNAME NAME EXTENSION (JR., SR) N/A FIRST NAME MEI BA MIDDLE NAME RICARTE DATE OF BIRTH 1/6/1990 16 CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) Pls. indicate country: BRGY, SALVACION, ORMOC CITY, LEYTE If holder of dual citizenship, . PLACE OF BIRTH please indicate the details. V ✓ Female Male SEX N/A 17. RESIDENTIAL ADDRESS N/A ✓ Single Married 6 CIVIL STATUS Street House/Block/Lot No Widowed ☐ Separated SALVACION N/A Other/s: Barangay Subdivision/Village LEYTE ORMOC CITY '. HEIGHT (m) 1.5 m Province City/Municipality 44.5 kg 6541 ZIP CODE 3. WEIGHT (kg) N/A N/A 18. PERMANENT ADDRESS A . BLOOD TYPE use/Block/Lat Na Stree SALVACION N/A), GSIS ID NO. 021-1621-4538-1 Subdivision/Village Barangay ORMOC CITY 1 FYTE I. PAG-IBIG ID NO. 121089919701 City/Municipality Province 6541 130501430944 ZIP CODE 2. PHILHEALTH NO. N/A 06-3255835-7 19. TELEPHONE NO. 3. SSS NO. 0905-470-9423 I. TIN NO. 457-765-086 20. MOBILE NO. melba.montesclaros926@gmail.com ENR-949 21. E-MAIL ADDRESS (if any) S AGENCY EMPLOYEE NO DATE OF BIRTH (mm/dd/yyyy) 23. NAME of CHILDREN (Write full name and list all) N/A > SPOUGE'S SURNAME NAME EXTENSION (JR., SR) N/A N/A FIRST NAME N/A N/A N/A N/A MIDDLE NAME 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 N/A TELEPHONE NO. N/A N/A MONTESCI AROS 4. FATHER'S SURNAME NAME EXTENSION (JR., SR) SR NA N/A FIRST NAME JAIME N/A N/A POLIDO MIDDLE NAME N/A N/A 5. MOTHER'S MAIDEN NAME N/A N/A RICARTE SURNAME N/A N/A MAGDALENA FIRST NAME (Continue on separate sheet if necessary) MIDDLE NAME PALOMA SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE NAME OF SCHOOL UNITS EARNED LEVEL GRADUATED (Write in full) (Write in full) HONORS (if not graduated) RECEIVED From To SALVACION ELEMENTARY SCHOOL PRIMARY EDUCATION 2003 3RD HONOR 1997 2003 ELEMENTARY SOM THE SISTERS OF MARY-GIRLSTOWN TALISAY HIGH SCHOOL 2003 2007 SECONDARY 2007 Scholar VOCATIONAL / N/A NIA N/A N/A N/A N/A TRADE COURSE BACHELOR OF SCIENCE IN INFORMATION N/A COLLEGE VISAYAS STATE UNIVERSITY - ISABEL CAMPUS 2007 2012 2012 TECHNOLOGY GRADUATE STUDIES CEBU TECHNOLOGICAL UNIVERSITY MASTER IN PUBLIC ADMINISTRATION 2020 2022 2022 MIA rate sheet if ne MAY 23,2022 CS FORM 212 (Revised 2017), Page 1 of 4 DATE SIGNATURE

7. CARE		080 (BOARD/ BAR) UNDER		DATE OF	1	America and America		LICENSE (if ap	oplicable)
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE RATING (If Applicable)			EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date of Validity	
CAREER SERVICE PROFESSIONAL 80.06			. APRIL 14, 2013	LEYTE NATIONAL HIGH		N/A	N/A		
LICENSURE EXAM FOR TEACHERS 80.60			80.60	SEPTEMBER 29,2019	SAGKAHAN NATIONAL HIGH SCHOO CITY		- TACLOBAN	1824741	1/6/2025
. WORK I	EXPERIENCE		(0	Continue on separate sh	eet if necessary)				
include private employment. Start from your recent work) Desc. INCLUSIVE DATES (mm/dd/yyyy) POSITION TITLE (Write in full/Do not abbreviate)		TILE I	DEPARTMENT / AG	be Indicated in the attachs SENCY / OFFICE / COMPANY sil/Do not abbreviate)	d Work Experie	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Forsat "00-0")/	STATUS OF APPOINTMENT	GOVT SERVICI (Y7 N)	
From 0/3/2020	To Present	Administrative	e Aide IV	City Budget Office (ESO)		14, 993.00	INCREMENT 00-1	Regular	Y
2/2018	9/30/2020	Private Secr			iang Panlungsod	20, 754.00	00-1	Co-terminous Regular	Y
4/2016	12/31/2017	Administrativ	e Aide I	Sanggun	iang Panlungsod	11,000.00		Casual	Y
/18/2015	11/28/2015	Posting C	lerk	3	ending Corporation	8,000.00		Regular	Y
/25/2014 /24/2012	12/31/2014	Administrative Administrative Assis		IncTyphoo	evelopment Foundation, on Haiyan Response	20,000.00		Casual	N
		Teache	er					Regular	
			,						
			7	Continue on separate sh	1	≡85 ¹⁵ π - 9	107 5.0		
SIGN	NATURE	1 う	X	DATE	May 23, 2	022	CS FORM :	212 (Revised 2017),	Page 2 of

VOLUNTARY WORK OR INVOLVEMENT IN	CIVIC / NON-GOVERNMENT	/ PEOPLE / VO	DLUNTARY C	RGANIZATIO	N/S		
D. NAME & ADDRESS OF ORG/ (Write in full)	NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		3 1	POSITION / NATURE OF WORK	
N/A		N/A	N/A	N/A		N/A	
				1			
41-33-4							
		inue on separate sl					
LEARNING AND DEVELOPMENT (L&D) IN t from the most recent L&D/training program and include				lef/Executive/Man	agerial positions)		
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE ATTEN (mm/di	DATES OF DANCE Lyyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
2nd Legal Legislation Enhancer	From 11/6/2019	To 11/8/2019	24 Hours	Technical	Dux ducis-Research and Leadership		
3rd Local Legislation Enhancer Incident Command System (ICS) E	5/28/2019	5/28/2019	8 Hours	Managerial	Consultancy Office of Civil Defense		
		7/17/2018	7/20/2018	32 Hours	Managerial	Council for the Restoration of Filipino Value	
Council for the Restoration of Filipino			11/23/2016	16 Hours	Managerial	Department of Interior and Local Governmen	
Local Peace and Order Public Safety	гынның ччогкылор	11/22/2016	1112312010	10 HOURS	managenai	Ormoc	
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la de la companya de	(Co	ntinue on separate	sheet if necessar	(עי			
III. OTHER INFORMATION		TORVE				MEMBERSHIP IN ASSOCIATION/ORGANIZATIO	
31. SPECIAL SKILLS and HOBBIES	32. NO	(Write in full)					
Computer literate		N	'A			Metro Ormoc Community Multi-Purpose Cooperative	
Good communication and writing skills			U.				
Creative, adaptability & work under pressure							
Self-motivation, Time management							
Reading books & Gardening						2 Y 3	
Mountain climbing and river trekking						Visys =	
			about W	and			
DIDMATUDE		ontinue on separati	DATE	y)	May 23, 202	22 CS FORM 212 (Revised 2017), Page 3 or	
SIGNATURE		,	J				

 Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate 	or recommending authority, or to the		1			
Bureau or Department where you will be appointed,	supervision over you in the Office,					
a. within the third degree?	☐ YES ☑ NO					
b. within the fourth degree (for Local Government Unit - Care	eer Employees)?	☐ YES ☑ NO If YES, give details:				
	5 6	ii 100, give details.				
a. Have you ever been found guilty of any administrative offe	ense?	☐ YES ☑ N	0			
4		If YES, give details:				
b. Have you been criminally charged before any court?		YES NO				
1	If YES, give details:					
	Date Filed:Status of Case/s:					
3. Have you ever been convicted of any crime or violation of ar		NO				
by any court or tribunal?	Name of the state	If YES, give details:				
7. Have you ever been separated from the service in any of the	e following modes: resignation,		NO			
retirement, dropped from the rolls, dismissal, termination, en out (abolition) in the public or private sector?	If YES, give details:					
out (abolition) in the public of private sector? 3. a. Have you ever been a candidate in a national or local ele-	ction held within the last year (except	☐ YES [-	7 NO			
Barangay election)?						
b. Have you resigned from the government service during the	e three (3)-month period before the	YES VO				
last election to promote/actively campaign for a national or le		If YES, give details:				
 Have you acquired the status of an immigrant or permanent 		/ NO				
		If YES, give details (o	country):			
0 D () () () D () A	and Code for Disphlad Darsons (DA					
 Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972). 		Volume of the second of the se				
Are you a member of any indigenous group?			✓ NO			
A STATE O	If YES, please specify:					
Are you a person with disability?	If YES, please specify II	NO O No:				
Are you a solo parent?	1	✓ NO				
		If YES, please specify II	J NO			
1. REFERENCES (Person not related by consanguinity or affinity to applicant /	appointee)					
NAME	ADDRESS	TEL NO.				
Hon. Dr. Eusebio Gerardo S. Penserga	567 Osmena St., Ormoc City, Leyte	09189299083				
Rolly D. Solidum	Quezon City, Manila	09177231552				
Junito A. Panonce	Baybay City, Leyte	09566530759				
2. I declare under oath that I have personally accomplishe			00			
complete statement pursuant to the provisions of pertir Philippines. I authorize the agency head / authorized rep	nent laws, rules and regulations of the	e Republic of the	MELBA R. MONTESCLAROS			
agree that any misrepresentation made in this doct			PHOTO			
administrative/criminal case/s against me.	AN OHEN					
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)						
PLEASE INDICATE ID Number and Date of Issuance	m		4			
Government Issued ID: PRC						
ID/License/Passport No.: 1824741	Signalute Sign inside the b	(xx)				
Date/Place of Issuance: DEC 27, 2019/ ORMOC CITY	May 23, 2022 Date Accomplished		Right Thumbmark			
SUBSCRIBED AND SWORN to before me this	0 4	ing his her validly issued go	vernment ID as indicated above.			
MA MA	UNTIL DE	RY PUBLIC CEMBER 3, 20				
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