

PERSONAL DATA SHEET

WARNING: 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 concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Fill in 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)

PERSONAL INFORMATION			
1. SURNAME		MONTESCLAROS	
FIRST NAME		MELBA	NAME EXTENSION (JR., SR) N/A
MIDDLE NAME		RICARTE	
2. DATE OF BIRTH (mm/dd/yyyy)	1/6/1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
3. PLACE OF BIRTH	BRGY. SALVACION, ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
4. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
5. 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 SALVACION Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
6. HEIGHT (m)	1.5 m	ZIP CODE	6541
7. WEIGHT (kg)	44.5 kg	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A SALVACION Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
8. BLOOD TYPE	A	ZIP CODE	6541
9. GSIS ID NO.	021-1621-4538-1	19. TELEPHONE NO.	N/A
10. PAG-IBIG ID NO.	121089919701	20. MOBILE NO.	0905-470-9423
11. PHILHEALTH NO.	130501430944	21. E-MAIL ADDRESS (if any)	melba.montesclaros926@gmail.com
12. SSS NO.	06-3255835-7		
13. TIN NO.	457-765-086		
14. AGENCY EMPLOYEE NO.	ENR-949		

FAMILY BACKGROUND			
2. 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
MIDDLE NAME	N/A		N/A
OCCUPATION	N/A		N/A
EMPLOYER/BUSINESS NAME	N/A		N/A
BUSINESS ADDRESS	N/A		N/A
TELEPHONE NO.	N/A		N/A
4. FATHER'S SURNAME	MONTESCLAROS		N/A
FIRST NAME	JAIME	NAME EXTENSION (JR., SR) SR	N/A
MIDDLE NAME	POLIDO		N/A
5. MOTHER'S MAIDEN NAME			N/A
SURNAME	RICARTE		N/A
FIRST NAME	MAGDALENA		N/A
MIDDLE NAME	PALOMA	(Continue on separate sheet if necessary)	

II. EDUCATIONAL BACKGROUND							
16. 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	SALVACION ELEMENTARY SCHOOL	PRIMARY EDUCATION	1997	2003		2003	3RD HONOR
SECONDARY	THE SISTERS OF MARY-GIRLSTOWN TALISAY	HIGH SCHOOL	2003	2007		2007	SOM Scholar
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY - ISABEL CAMPUS	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2007	2012		2012	N/A
GRADUATE STUDIES	CEBU TECHNOLOGICAL UNIVERSITY	MASTER IN PUBLIC ADMINISTRATION	2020	2022		2022	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	MAY 23, 2022
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IV. CIVIL SERVICE ELIGIBILITY


27.	CAREER SERVICE/ RA 10800 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE PROFESSIONAL	80.06	APRIL 14, 2013	LEYTE NATIONAL HIGH SCHOOL, TACLOBAN CITY	N/A	N/A
	LICENSURE EXAM FOR TEACHERS	80.60	SEPTEMBER 29,2019	SAGKAHAN NATIONAL HIGH SCHOOL- TACLOBAN CITY	1824741	1/6/2025

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

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[illegible]

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

INCLUSIVE DATES OF					
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[illegible]

	NON-ACADEMIC DISTINCTIONS / RECOGNITION	32	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer literate		N/A		Metro Ormoc Community Multi-Purpose Cooperative
	Good communication and writing skills				
	Creative, adaptability & work under pressure				
	Self-motivation, Time management				
	Reading books & Gardening				
	Mountain climbing and river trekking				

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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,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

a. Have you ever been found guilty of any administrative offense?

☐ YES☒ NO

If YES, give details:

b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

Date Filed: _____

Status of Case/s: _____

3. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

7. 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?

☐ YES☒ NO

If YES, give details:

3. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?
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?

☐ YES☒ NO

If YES, give details: _____

☐ YES☒ NO

If YES, give details: _____

9. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country): _____

0. 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:
Are you a member of any indigenous group?

Are you a person with disability?

Are you a solo parent?

☐ YES☒ NO

If YES, please specify: _____

☐ YES☒ NO

If YES, please specify ID No: _____

☐ YES☒ NO

If YES, please specify ID 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


12. 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.

Government issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government issued ID: PRC

ID/License/Passport No.: 1824741


Date/Place of Issuance: DEC 27, 2019/ ORMOC CITY



Signature (Sign inside the box)


May 23, 2022

Date Accomplished



MELBA R. MONTESCLAROS

PHOTO



Right Thumbmark

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

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MAY 24 2022

ATTY. JOSE BENJAMIN R. LERMA
NOTARY PUBLIC
UNTIL DECEMBER 31, 2022
ROLL No. 42646
IBP LIFE MEMBER NO. 013422/01-08-22
Person Administering Oath
MAY 23 2022
COMPLIANCE NO. VI-001121

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