

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	MAZO			
FIRST NAME	MARY DAWN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LATRAS			
3. DATE OF BIRTH (mm/dd/yyyy)	10/2/1992	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<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			
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  ZIP CODE		
			House/Block/Lot No.	Street
			MARCOS	
			Subdivision/Village	Barangay
7. HEIGHT (m)	5'1		City/Municipality	Province
8. WEIGHT (kg)	55			
9. BLOOD TYPE	O	18. PERMANENT ADDRESS  ZIP CODE		
10. GSIS ID NO.	N/A		House/Block/Lot No.	Street
			MARCOS	
			Subdivision/Village	Barangay
			BAYBAY	LEYTE
11. PAG-IBIG ID NO.	121245001762		City/Municipality	Province
12. PHILHEALTH NO.	13-025452772-7		6521	
13. SSS NO.	0639252766	19. TELEPHONE NO.	N/A	
14. TIN NO.	355-087-765-000	20. MOBILE NO.	09463191480	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	<a href="mailto:marydawnlatrasmazo@gmail.com">marydawnlatrasmazo@gmail.com</a>	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MAZO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CHRISTIAN	NAME EXTENSION (JR., SR)	XEANTELE BRYLLE L. MAZO	07.22.2012
MIDDLE NAME	BORELA		XYRA ALORA L. MAZO	05.18.2023
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LATRAS			
FIRST NAME	JESUS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LANTAPE			
25. MOTHER'S MAIDEN NAME	GURON			
SURNAME	LATRAS			
FIRST NAME	MILA			
MIDDLE NAME	MONTERO		(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	GABAS CENTRAL ELEMENTARY SCHOOL					2005	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL					2009	N/A
VOCATIONAL / TRADE COURSE	SAINT MICHAELS COLLEGE	DIPLOMA IN TEACHERS EDUCATION				2018	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	HRTM				2016	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 14, 2025
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

**(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.***

[illegible]

**(Continue on separate sheet if necessary)**

<b>SIGNATURE</b>		<b>DATE</b>	JULY 14, 2025
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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 SKILLS	N/A	N/A

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	<b>JULY 14, 2025</b>
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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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
38. 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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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: a. Are you a member of any indigenous group?  b. Are you a person with disability?  c. Are you a solo parent?		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>HONEY SOFIA V. COLIS</td><td>VSU VISCA BAYBAY CITY, LEYTE</td><td>9176341490</td></tr><tr><td>NELEN P. LAMBERT</td><td>VSU VISCA BAYBAY CITY, LEYTE</td><td>9186875740</td></tr><tr><td>ARGINA M. POMIDA</td><td>VSU VISCA BAYBAY CITY, LEYTE</td><td>9777713855</td></tr></table>			NAME	ADDRESS	TEL. NO.	HONEY SOFIA V. COLIS	VSU VISCA BAYBAY CITY, LEYTE	9176341490	NELEN P. LAMBERT	VSU VISCA BAYBAY CITY, LEYTE	9186875740	ARGINA M. POMIDA	VSU VISCA BAYBAY CITY, LEYTE	9777713855
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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.														
<table><tr><td><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: SSS</div><div>ID/License/Passport No.: 0639252766</div><div>Date/Place of Issuance: BAYBAY CITY, LEYTE</div></td><td><div><div></div><div>Signature (Sign inside the box)</div><div>JULY 14, 2025</div><div>Date Accomplished</div></div></td><td><div><div></div><div>Right Thumbmark</div></div></td></tr><tr><td colspan="3">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</td></tr><tr><td colspan="3">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</td></tr><tr><td colspan="3">Person Administering Oath</td></tr></table>			<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: SSS</div> <div>ID/License/Passport No.: 0639252766</div> <div>Date/Place of Issuance: BAYBAY CITY, LEYTE</div>	<div><div></div><div>Signature (Sign inside the box)</div><div>JULY 14, 2025</div><div>Date Accomplished</div></div>	<div><div></div><div>Right Thumbmark</div></div>	SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.			SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.			Person Administering Oath		
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