

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 Pls. 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. N/A Subdivision/Village BAYBAY CITY City/Municipality LEYTE Province
7. HEIGHT (m)	1.62	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village BAYBAY CITY City/Municipality LEYTE Province
8. WEIGHT (kg)	45	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	"O"	20. MOBILE NO.	09504690263
10. GSIS ID NO.	2005290692	21. E-MAIL ADDRESS (if any)	geleejan@gmail.com
11. PAG-IBIG ID NO.	121210526247		
12. PHILHEALTH NO.	13-000123864-8		
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	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		
MIDDLE NAME	BAHINTING		
25. MOTHER'S MAIDEN NAME	MONTAJES		
SURNAME	CAMILA		
FIRST NAME	MANULAT		
MIDDLE NAME			

(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	September 3, 2024
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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 / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	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 10-07 INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
	07/09/2023	PRESENT	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	Contractual	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	Contractual	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	Contractual	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	Contractual	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	Contractual	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	Contractual	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	Contractual	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	Contractual	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	Contractual	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	Contractual	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			September 3, 2024		

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)	4/4/2024	4/5/2024	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-NAST Philippines (virtual via
	Training on Advance Mapping using ArcGIS	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 ArcGIS	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 BAC, 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 ICT	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 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	September 3, 2024
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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,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☐ NO

If YES, give details: _____

35. 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: _____

36. 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: _____

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? ☐ YES ☒ NO

If YES, give details: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: _____

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: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

If YES, give details (country): _____

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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☒ YES ☐ NO

If YES, please specify ID No: POLIO

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

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



PHOTO

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.

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**

Signature (Sign inside the box)

September 3, 2024

Date Accomplished



Right Thumbmark

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

Person Administering Oath