

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.

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	ZARATE		
FIRST NAME	AIDA		NAME EXTENSION (JR., SR)
MIDDLE NAME	LEONOR		
3. DATE OF BIRTH (mm/dd/yyyy)	15/03/1974	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by bir <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	HILONGOS, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.49	17. RESIDENTIAL ADDRESS	Block 3 Lot 3 Katrina Homes 1 House/Block/Lot No. Street Batinguel Subdivision/Village Barangay Dumaguete City Negros Oriental City/Municipality Province
8. WEIGHT (kg)	50	ZIP CODE	6200
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Paa Subdivision/Village Barangay Hilongos LEYTE City/Municipality Province
10. GSIS ID NO.	200 522 6458	ZIP CODE	6524
11. PAG-IBIG ID NO.	1211-2016-3006		
12. PHILHEALTH NO.	12-050369750-0		
13. SSS NO.	06-15507396	19. TELEPHONE NO.	N/A
14. TIN NO.	257-486-485	20. MOBILE NO.	0912-6765-172
15. AGENCY EMPLOYEE NO.	6316355	21. E-MAIL ADDRESS (if any)	ivymae03@yahoo.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	JOSHUA ZARATE	23/10/1997
MIDDLE NAME			KEVIN LEE ZARATE	15/10/2005
OCCUPATION			AKIRA MAE ZARATE	04/12/2006 (deceased)
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ZARATE			
FIRST NAME	AGUSTIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GARCES			
25. MOTHER'S MAIDEN NAME	(deceased)			
SURNAME	LEONOR			
FIRST NAME	ANUNCIACION			
MIDDLE NAME	RAGAS		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PAA ELEMENTARY SCHOOL	PRIMARY EDUCATION	07/06/1982	30/03/1983	GRADUATED	1988	SALUTATORIAN
SECONDARY	CONCEPCION NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	06/06/1988	30/03/1993	GRADUATED	1993	WITH HONORS
COLLEGE	SOUTHWESTERN UNIVERSITY	BACHELOR IN SICENCE OF ACCOUNTANCY	04/10/1994	29/10/1998	GRADUATED	1998	N/A
	MARYHILL COLLEGE, INC.	UNITS EARNER	13/06/2015	29/03/2016	18 UNITS IN EDUCATION	2016	N/A
GRADUATE STUDIES	UNIVERSITY OF BATANGAS	MASTERS IN BUSINESS MANAGEMENT-MAJOR IN BUSINESS ADMINISTRATION	09/08/2018	18/08/2020	GRADUATED	2018	N/A
	UNIVERSITY OF BATANGAS	DOCTOR OF PHILOSOPHY IN BUSINESS MANAGEMENT	10/10/2020	PRESENT	60 UNITS		

(Continue on separate sheet if necessary)

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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	
	LET (LICENSURE EXAMINATION FOR TEACHER)		77.0	25/09/2016	LUCENA CITY	1512965	15/03/2022	
(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 (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
	From	To						
	06/06/2017	TO PRESENT	SECONDARY SCHOOL TEACHER II	DEPARTMENT OF EDUCATION - LINA GAYETA LASQUETY NHS, PADRE BURGOS, QUEZON	P 27,892	12-3	PERMANENT	Y
	31/08/2006	31/07/2011	SALES MARKETING	GLOBAL LINK MARKETING	P 20,000	N/A	N/A	
	30/04/2005	31/08/2002	ADMINISTRATIVE ASSISTANT	CEVOR SOFTWARE DEVELOPMENT GROUP	P 9,000	N/A	N/A	
	31/10/1994	30/04/1996	AUDIO TECHNICIAN AND OFFICE- IN- CHARGE	Hearing Impaired Center (Rotary Club and Chong Hua Hospital Project)	P 5,000	N/A	N/A	
(Continue on separate sheet if necessary)								
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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			
	N/A	N/A	N/A	N/A	N/A	
(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			
	Instructional Practices for K to 12 Curriculum towards Global Citizenship Education	11/09/2019	11/09/2019	5	Educational	Pagbilao National High School
	Business Research Completion	02/27/2019	03/10/2019	32	Educational	Calayan Educational Foundation, Inc.
	Seminar workshop on Qualitative Research and Qualitative Data Analysis	9/22/2018	9/22/2018	8	Educational	Calayan Educational Foundation, Inc.
	Bookkeeping NC III	01/26/2017	03/28/2017	292	EDUCATIONAL	St. Bernard of Clairvaux
	Computer Technician and Computer System Servicing	05/05/2016	31/08/2016	300	TECHNICAL	Lucena Manpower Skills and Technical Center
	Electrical Installation Maintenance NC II	05/05/2016	26/07/2016	192	VOCATIONAL	Lucena Manpower Skills and Technical Center
	Bread and Pastry Production NC II	26/03/2016	26/03/2016	192	VOCATIONAL	El Royale Hotelier Traning Center Inc.
	Webinars in: Literature Review-What works and What Does not			3.0	Educational	Zoom
	Guidelines on Selection of Researchable Problems			3.0	Educational	Zoom
	How Effectively Write Methods, Results and Discussion for Publications			3.0	Educational	Zoom
	Effective Research Dissemination and Publication and Implementation			3.0	Educational	Zoom
	Literature Review, what works and What does not. How to write the Review of Related Literature Studies and the Research Methodology			3.0	Educational	Zoom
	How to Present, Analyze and Interpret			3.0	Educational	Zoom
	How to Summarize the Findings, Draw conclusion and Establish Recommendation			3.0	Educational	Zoom
	Publication Guidelines Procedures and APA Application			3.0	Educational	Zoom
	Tourism Promotion Service			3.0	Educational	Googlemeet
	Business Start-Up			3.0	Educational	Googlemeet
	Cetificate of Recognition -Development of Division Initiative Supplementary Learningn Materials for Senior High School- Deped Division of Quezon				Educational	
(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)	
	N/A					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	7-11-2022	
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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><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></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><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 checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specivf ID No: 2022-117</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>MOBILE NO.</td></tr><tr><td>Eliza Enopia</td><td>Dumaguete City</td><td>0910-439-6837</td></tr><tr><td>Shirley T. Equipado</td><td>Muntlupa City</td><td>0916-6880-538</td></tr><tr><td>Maria Victoria D. Flores</td><td>Lucena City</td><td>0925-8172-717</td></tr></table>		NAME	ADDRESS	MOBILE NO.	Eliza Enopia	Dumaguete City	0910-439-6837	Shirley T. Equipado	Muntlupa City	0916-6880-538	Maria Victoria D. Flores	Lucena City	0925-8172-717
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Maria Victoria D. Flores	Lucena City	0925-8172-717											
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.													
<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: Professional Regulation Commission</div> <div>ID/License/Passport No.: 1512965</div> <div>Date/Place of Issuance: 12/22/2016 LUCENA CITY</div>	<div><div></div><div>Signature (Sign inside the box)</div><div>7-11-2023</div><div>Date Accomplished</div></div> <div><div></div><div>AIDA L. ZARATE</div><div>PHOTO</div><div><div></div><div>Right Thumbmark</div></div></div>												
SUBSCRIBED AND SWORN to before me this 27th of February, 2023 , affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>Person Administering Oath</div>													