

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	BERO		
FIRST NAME	KHALIQ	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SALINAS		
3. DATE OF BIRTH (mm/dd/yyyy)	7/5/1985	16. CITIZENSHIP	<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	MACROHON, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	Aleria St. House/Block/Lot No. Street DAKIT Subdivision/Village Barangay SAN FRANCISCO SOUTHERN LEYTE City/Municipality Province 6613
7. HEIGHT (m)	1.81	ZIP CODE	18. PERMANENT ADDRESS
8. WEIGHT (kg)	78		Aleria St. House/Block/Lot No. Street DAKIT Subdivision/Village Barangay SAN FRANCISCO SOUTHERN LEYTE City/Municipality Province 6613
9. BLOOD TYPE	O+	19. TELEPHONE NO.	NA
10. GSIS ID NO.	NA	20. MOBILE NO.	0935 372 1744
11. PAG-IBIG ID NO.	1210-8158-5530	21. E-MAIL ADDRESS (if any)	khaliq.bero@gmail.com
12. PHILHEALTH NO.	120505787698		
13. SSS NO.	CRN - 0111 - 2267101 - 5		
14. TIN NO.	304-019-435		
15. AGENCY EMPLOYEE NO.	JO-00055		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BERO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MADELYN	NAME EXTENSION (JR., SR)	RUSSELL DRUE G. BERO	6/19/2017
MIDDLE NAME	GERONDA			
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	DECEASED			
FIRST NAME	DECEASED	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DECEASED			
25. MOTHER'S MAIDEN NAME	ULGA SALINAS BERO			
SURNAME	TILAON			
FIRST NAME	ULGA			
MIDDLE NAME	BERO		(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	SAN FRANCISCO ELEMENTARY SCHOOL		6/1/1993	3/30/1998		1998	
SECONDARY	PANAON INSTITUTE		6/1/1998	3/30/2002		2002	
VOCATIONAL / TRADE COURSE	STI EDUCATION CENTER	DIPLOMA IN COMPUTER AND ELECTRONIC TECHNOLOGY	6/1/2004	4/30/2006		2006	
COLLEGE	STI COLLEGE CEBU	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	6/2/2007	10/30/2010		2010	
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN INFORMATION TECHNOLOGY	8/11/2018	5/31/2020		2021	

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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

(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	GOV'T SERVICE (Y/ N)
From	To						
1/27/2017	present	Network Administrator	DILG Regional Office 8	38150.00		COS	
8/27/2012	1/27/2017	IT System / Network Administrator	O C S Lending Inc., C. Padilla St., Cebu City	18000.00		Regular Employee	
2/16/2011	5/16/2012	Information System Staff (System and Network Administrator)	Muramoto Audio-Visual Phils. Inc., MEPZ 1, Lapu Lapu City, Cebu	15000.00		Regular Employee	
4/1/2010	1/31/2011	IT OFFICER	Panaon Institute, San Francisco So. Leyte	7000.00		JO / Part Time	
5/1/2010	5/31/2010	PCOS Machine Technician	Smartmatic 2010 Automated Election	4000.00		JO	
6/1/2008	4/30/2009	Computer and Network Maintenance	Red Mango Computers and Internet Services - Cebu City	7500.00		Regular Employee	
5/1/2009	5/31/2009	I.T. Technician	HDMF Pag-ibig Funds Cebu, Cebu City	NA		OJT	
11/1/2006	4/30/2007	IT Technical Support	SM City Cebu	8000.00		Contractual	
6/1/2005	2/28/2006	Computer Technician	Softdata Computers and Internet Shop	5000.00		OJT/Contractual	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S				
NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		

(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)

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			
Fortinet Fortigate 81F Firewall Training by IP Solutions Inc. and ISTMS-DILG	5/29/2023	5/31/2023	16	Technical	DILG-ISTMS
Kaspersky Endpoint Security Cloud Plus Training by ISTM-DILG and IP Solutions, Inc.,	1/5/2023	1/5/2023	8	Technical	DILG-ISTMS
Cyber Security Awareness Training for DILG ICT Personnel	8/9/2022	8/9/2023	8	Technical	DILG Regional Office 8
Regional Maintenance of Deployed ICT Resources and On-site Training/Orientation on Database Decentralication & Data Quality Checking (DQC) Process	6/28/2022	7/1/2022	24	Technical	DILG Training Center, DILG Regional Office 8, Tacloban City
Database Explode Training	8/23/2021	8/23/2021	8	Technical	ISTMS-NTMD, DILG Central Office
NDG Linux Unhatched	10/11/2020	10/12/2020	16	Technical	Cisco Networking Academy
Master in Cyber Security in 1 Bundle	14/09/2020	29/09/2020	92	Technical	E.H. ACADEMY
CISCO CERTIFIED NETWORK ASSOCIATE - ROUTING & SWITCHING (CCNA)	1/28/2019	2/1/2019	50.0	Technical	Rivan IT School of Technology, Banilad, Cebu City
Network Administration And Security Training by ISTMS	6/17/2019	6/21/2019	40.0	Technical	ISTMS-NTMD, DILG Central Office
Business Continuity Planning (BCP) Workshop for MSMEs	10/24/2018	10/24/218	8.0	Technical	Peace and Resiliency Center, DILG Regional Office VIII, Kanhuraw Hill, Tacloban City
PLEB Online Database System and Legal Skills Enhancement	6/25/2018	6/27/2018	24.0	Technical	DILG Training Center, DILG RO8, Kanhuraw Hill, Tacloban City
Fundamentals of Information Security Controls Towards Business Operation Resiliency   ISO 27001:2003	3/26/2018	3/28/2018	24.0	Technical	USAID – COA at COA Training Center, COA Regional Office VIII, Palo Leyte
Cyber Security Workshop	12/16/2017	12/16/2017	8.0	Technical	SPACH Hotel, Real St., Tacloban City
Microsoft Technology TechTalk	10/22/2015	10/22/2015	8.0	Technical	The Quest Hotel, Cebu City
ICT Workshop hosted by PLDT	8/12/2014	8/12/2014	8.0	Technical	Cebu Parklane Hotel, Cebu City
PLDT SME Nation Workshop	7/18/2014	7/18/2014	8.0	Technical	PLDT Company Office, J.Luna Ave., Cebu City
Training in Microsoft Server 2008 AD and Windows 7 OS – Microsoft Team -	6/15/2011	6/16/2011	16.0	Technical	Waterfront Hotel, Cebu City
Certificate of Training as Call Center Agent	12/7/2009	12/18/2009	150.0	Technical	Xynet Communication Sulation Inc., Osmenia Blvd., Cebu City by Pres. Gloria Macapagal-Arroyo
Certificate of Competency as Network Administrator NC II	5/15/02006	5/19/2006	40.0	Technical	IECEP-TESDA, TESDA, Lahug, Cebu City
Certificate of Competency as Computer Technician & Servicing	4/15/2006	4/15/2006	8.0	Technical	TESDA, Maasin Southern Leyte

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Network and System Administation, Server Administration, VoIP Administration, VPN Administration, Ethical hacking, Video Editing, Photoshop, Backup & Recovery in Computing, Programming (C++, JAVA, PHP/MySQL)		
Carpentry, Driving, Hiking		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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:  Are you a member of any indigenous group?  Are you a person with disability?  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 type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specifv ID No: _____</div>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			<div>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)  With full and handwritten name tag and signature over printed name  Computer generated or photocopied picture is not acceptable</div> <div>PHOTO</div>
NAME	ADDRESS	TEL. NO.	
Mr. Fiel Argoncillo	San Jose, Tacloban City	9999988396	
Mr. Allan Jay Ferriol	Caibaan, Tacloban City	9501233870	
Mr. Eduardo Tiquen Jr.	San Jose, Tacloban City	9156538607	
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: DRIVER LICENSE</div> <div>ID/License/Passport No.: G01-15-002560</div> <div>Date/Place of Issuance: 1/9/2019 LTO Tacloban</div>	<div></div> <div>Signature (Sign inside the box)</div> <div></div> <div>Date Accomplished</div>	<div></div> <div>Right Thumbmark</div>
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.	
<div></div> <div>Person Administering Oath</div>	