

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	Monleon		
FIRST NAME	Ivy Dawnna Maie	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Conol		
3. DATE OF BIRTH (mm/dd/yyyy)	5/16/1995	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	Makilala, North Cotabato	If holder of dual citizenship, please indicate the details.	
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:	17. RESIDENTIAL ADDRESS	N/A Purok 12-A House/Block/Lot No. Street N/A Poblacion Subdivision/Village Barangay Sibagat Agusan del Sur City/Municipality Province
7. HEIGHT (m)	1.524 m	ZIP CODE	8503
8. WEIGHT (kg)	47 kg		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	N/A Purok 12-A House/Block/Lot No. Street N/A Poblacion Subdivision/Village Barangay Sibagat Agusan del Sur City/Municipality Province
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	ZIP CODE	8503
12. PHILHEALTH NO.	18-025314618-2		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	779-459-026-000	20. MOBILE NO.	+63-966-573-8214
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	monleonivydawnnamaie@gmail.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	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Monleon			3/6/1967
FIRST NAME	Perfecto	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Al-ag			
25. MOTHER'S MAIDEN NAME				
SURNAME	Conol			5/10/1969
FIRST NAME	Florita			
MIDDLE NAME	Mendez		(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	Sibagat Central Elementary School	Primary Education	2001	2007	N/A	2007	Diploma
SECONDARY	Father Saturnino Urios College of Sibagat, Inc.	High School	2007	2011	N/A	2011	Diploma
VOCATIONAL / TRADE COURSE	Mindanao State University - Marawi City	Diploma in Agricultural Technology major in Crop Production	2011	2013	N/A	2013	Diploma
COLLEGE	Mindanao State University - Marawi City	Bachelor of Science in Agricultural Engineering	2013	2020	N/A	2020	Diploma
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 1, 2023
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[illegible]





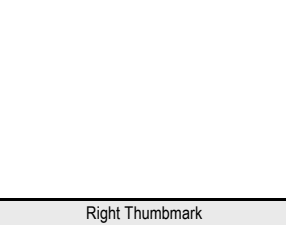

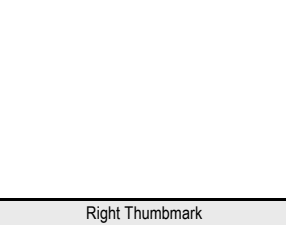

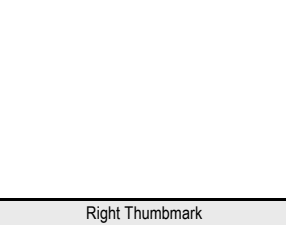
V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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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			
	Division of Student Affairs - Darangen Editorial Board, Mindanao State University, Marawi City	1/31/2020	7/9/2020	N/A	Layout Artist	
	Philippine Society of Agricultural and Biosystems Engineers Pre-Professional Group, Mindanao State University, Marawi Chapter	11/15/2015	7/9/2020	N/A	Member / P.I.O	
	Society of Agricultural and Biosystems Engineering Students, Mindanao State University, Marawi City	6/3/2013	7/9/2020	N/A	Member	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
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			
	Online Training Workshop on Python Programming Essential Course	5/23/2022	3/6/2022	40	Managerial	Department of Information and Communications Technology - CARAGA Region
	Program in Python During the Code Your Future with StackTrek	5/27/2022	5/27/2022	1	Managerial	Department of Information and Communications Technology - CARAGA Region
	Training on Testing and Evaluation for Agricultural and Fishery Machinery and Equipment	12/6/2021	12/10/2021	40	Managerial	DA-RFO X Harbor Lights Hotel, Gusa, Cagayan de Oro City
	23rd Annual PSABE-PPG Mindanao Wide Convention	11/12/2018	11/16/2018	40	Managerial	University of Southern Mindanao
	Seminar on Updates of Approved Laws/Bills on Agricultural and Biosystems Engineering	4/7/2017	4/9/2017	40	Managerial	AE 196 Audio Visual Room, MSU - Marawi City
(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)	
	Proficient with Microsoft Word, Excel, PowerPoint and Visio	N/A			Philippine Society of Agricultural and Biosystems Engineers Pre-Professional Group	
	Knowledgeable in 3D design software such as AutoCAD, SketchUp				Society of Agricultural and Biosystems Engineering Students	
	Data Analytics					
	Skillful with Adobe Photoshop, Filmora and various multi-media editing programs					
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	June 1, 2023

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>														
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>														
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>														
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Engr. Rakim B. Casnor</td> <td>Cagayan de Oro City</td> <td>9306634481</td> </tr> <tr> <td>Mahalaiza Mangotara</td> <td>Iligan City, Lanao del Norte</td> <td>9563310054</td> </tr> <tr> <td>Frederick Docdoc</td> <td>Medina, Misamis Oriental</td> <td>9177196318</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Engr. Rakim B. Casnor	Cagayan de Oro City	9306634481	Mahalaiza Mangotara	Iligan City, Lanao del Norte	9563310054	Frederick Docdoc	Medina, Misamis Oriental	9177196318		
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<p>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.</p>															
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 300px; height: 30px; margin: 10px auto; text-align: center;"> <p>Person Administering Oath</p> </div>															