

## 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	MONTAJES		
FIRST NAME	GIEBERT	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	LUNGAY		
3. DATE OF BIRTH (mm/dd/yyyy)	12/11/1993	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	CUPANG, MUNTINLUPA, MM.	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	ZONE-1 ALAJAS ST. House/Block/Lot No. Street CORAZON VILLAGE BRGY. CARIDAD Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
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:	18. PERMANENT ADDRESS	ZONE-1 ALAJAS ST. House/Block/Lot No. Street CORAZON VILLAGE BRGY. CARIDAD Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.66	19. TELEPHONE NO.	NONE
8. WEIGHT (kg)	70	20. MOBILE NO.	(0955) 718 8778 / (0907) 337 8702
9. BLOOD TYPE	O+	21. E-MAIL ADDRESS (if any)	giebert011@gmail.com
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121200622978		
12. PHILHEALTH NO.	13-025407659-8		
13. SSS NO.	06-3838607-3		
14. TIN NO.	341-196-156		
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MONTAJES	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DECA VARIÑA	NAME EXTENSION (JR., SR) N/A	VAÑARIE GAYLE G. MONTAJES
MIDDLE NAME	GALVEZ		10/22/2023
OCCUPATION	GOVERNMENT EMPLOYEE		
EMPLOYER/BUSINESS NAME	LOCAL GOVERNMENT UNIT - BAYBAY CITY		
BUSINESS ADDRESS	DIVERSION ROAD, BRGY. GAAS, BAYBAY CITY, 6521 LEYTE		
TELEPHONE NO.	(0920) 271 3970		
24. FATHER'S SURNAME	MONTAJES		
FIRST NAME	BERTULFO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DIGNARAN		
25. MOTHER'S MAIDEN NAME	VIRGINIA PELICANO LUNGAY		
SURNAME	LUNGAY		
FIRST NAME	VIRGINIA		
MIDDLE NAME	PELICANO		

(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	PLARIDEL CENTRAL SCHOOL	PRIMARY EDUCATION	2001	2007	N/A	2007	N/A
SECONDARY	PLARIDEL NATIONAL HIGH SCHOOL	HIGH SCHOOL	2007	2011	N/A	2011	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2011	2015	N/A	2015	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 7, 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
LICENSURE EXAMINATION FOR AGRICULTURIST (LEA)	76.50%	NOVEMBER 22 - 24, 2022	LICEO DEL VERBO DIVINO, AVENIDA VETERANOS, DOWNTOWN, TACLOBAN CITY, LEYTE 6500	0039624	12/11/2026

(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						
7/4/2023	PRESENT	RECORDS AND ARCHIVES CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	12,074.00	N/A	CONTRACTUAL	YES
12/19/2018	6/23/2023	ORGANIC INTERNAL INSPECTOR	WILMAR EDIBLE OILS PHILIPPINES, INC.	14,678.00	SG 3	PERMANENT	NO
7/15/2017	12/18/2018	ORGANIC INTERNAL INSPECTOR	WILMAR EDIBLE OILS PHILIPPINES, INC.	10,000.00	N/A	CONTRACTUAL	NO
7/1/2015	7/15/2017	SCHOOL CLERK	LOCAL GOVERNMENT UNIT OF BAYBAY CITY-PLARIDEL CENTRAL SCHOOL	5,000.00	N/A	CONTRACTUAL	YES
4/1/2015	7/15/2017	HUMAN RESOURCE AND MANAGEMENT OFFICE STAFF	LOCAL GOVERNMENT UNIT OF BAYBAY CITY- HUMAN RESOURCE AND MANAGEMENT OFFICE	5,000.00	N/A	CONTRACTUAL	YES
4/1/2013	5/31/2013	SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SUMMER JOB)	DEPARTMENT OF LABOR AND EMPLOYMENT/ LOCAL GOVERNMENT UNIT OF BAYBAY CITY- COASTAL RESOURCES AND FISHERY MANAGEMENT OFFICE	4,000.00	N/A	CONTRACTUAL	YES
4/1/2012	5/31/2012	SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SUMMER JOB)	DEPARTMENT OF LABOR AND EMPLOYMENT/ LOCAL GOVERNMENT UNIT OF BAYBAY CITY- SANGGUNIANG PANLUNGSOD OFFICE	4,000.00	N/A	CONTRACTUAL	YES
4/1/2011	5/31/2011	SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SUMMER JOB)	DEPARTMENT OF LABOR AND EMPLOYMENT/ LOCAL GOVERNMENT UNIT OF BAYBAY CITY- SANGGUNIANG PANLUNGSOD OFFICE	4,000.00	N/A	CONTRACTUAL	YES

(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		
	ORIENT FOODS INDUSTRIES CORPORATION SIBULAN, DUMAGUETE CITY, SIBULAN, NEGROS ORIENTAL	11/1/2014	1/1/2015	400	ON THE JOB TRAINEE
	COLLEGE OF MANAGEMENT AND ECONOMICS, VISAYAS STATE UNIVERSITY (VSU), VISCA, BAYBAY CITY, 6521 LEYTE	6/1/2014	3/1/2015	N/A	BOARD MEMBER
	SOCIETY OF AGRIBUSINESS STUDENTS (BSAB), VISAYAS STATE UNIVERSITY (VSU), VISCA, BAYBAY CITY, 6521 LEYTE	6/1/2013	3/1/2014	N/A	SECRETARY
	SANGGUNIANG KABATAN (SK), BRGY. PLARIDEL, BAYBAY CITY, 6521 LEYTE	6/1/2010	6/1/2013	N/A	COUNCILOR

(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			
	HRIS SOFTWARE ONBOARDING	12/6/2023	12/6/2023	8	N/A	VISAYAS STATE UNIVERSITY (VSU)
	UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERK AND HEADS AT VISAYAS STAE UNIVERSITY	11/29/2023	11/29/2023	8	N/A	VISAYAS STATE UNIVERSITY (VSU)
	ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	8/29/2023	8/29/2023	8	N/A	VISAYAS STATE UNIVERSITY (VSU)
	JAPANESE AGRICULTURAL STANDARDS (JAS) SYSTEM, CERTIFICATION PROCEDURE FOR OPERATORS, AND ORGANIC KNOWLEDGE TEST	3/28/2023	3/28/2023	8	N/A	WILMAR EDIBLE OILS PHILIPPINES, INC., SAN LUIS, GINGOOG CITY
	INTERNAL CONTROL SYSTEM (ICS) INSTALLATION	1/19/2014	1/23/2014	40	N/A	DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST)
	PERSONALITY DEVELOPMENT AND BUSINESS ETHICS	9/14/2013	9/14/2013	8	N/A	VISAYAS STATE UNIVERSITY (VSU)
	COMPREHENSIVE AGRARIAN REFORM PROGRAM SEMINAR	12/13/2011	12/13/2011	8	N/A	VISAYAS STATE UNIVERSITY (VSU)

(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)
	SABBATH SCHOOL SUPERINTENDENT AT CARIDAD SEVENTH DAY ADVENTIST (SDA) CHURCH		NONE		NONE
	YOUTH LEADER AT CARIDAD SEVENTH DAY ADVENTIST (SDA) CHURCH				
	COMPUTER LITERACY				
	KNOWLEDGE AND SKILLS IN AGRICULTURE				
	GARDENING / PLANTING HIGH VALUED CROPS				
	MUSIC E.G. SINGING, PLAYING GUITAR				
	COOKING				

(Continue on separate sheet if necessary)

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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><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 checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</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>DR. JOSEMILO P. RUIZ</td><td>Zone 2, Brgy. Caridad, Baybay City, Leyte</td><td></td></tr><tr><td>DR. ROBINSON L. GARCIA</td><td>Purok 1, Brgy. Plaridel, Baybay City Leyte</td><td></td></tr><tr><td>MRS. SARAH B. MACAWILI</td><td>DepEd BAYBAY CITY DIVISION, DIVERSION RD., BRGY. GAAS, BAYBAY CITY, LEYTE</td><td>0917 158 1066</td></tr></table>			NAME	ADDRESS	TEL. NO.	DR. JOSEMILO P. RUIZ	Zone 2, Brgy. Caridad, Baybay City, Leyte		DR. ROBINSON L. GARCIA	Purok 1, Brgy. Plaridel, Baybay City Leyte		MRS. SARAH B. MACAWILI	DepEd BAYBAY CITY DIVISION, DIVERSION RD., BRGY. GAAS, BAYBAY CITY, LEYTE	0917 158 1066
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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.		<div> GIEBERT L. MONTAJES</div> <div><div><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: NATIONAL ID</div><div>ID/License/Passport No.: 4025-1307-3249-8016</div><div>Date/Place of Issuance: BAYBAY CITY, LEYTE</div></div><div><div><div></div><div>Signature (Sign inside the box) February 07, 2024 Date Accomplished</div></div><div><div></div><div>Right Thumbmark</div></div></div></div>												
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>														