

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	BERDOS		
FIRST NAME	ROSE MARIE	NA	
MIDDLE NAME	SECRETARIA		
3. DATE OF BIRTH (mm/dd/yyyy)	08/13/1998	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:
4. PLACE OF BIRTH	LINAO, INOPACAN, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	N/A BATUAN House/Block/Lot No. Street N/A LINAO Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
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:	ZIP CODE	6522
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	N/A BATUAN House/Block/Lot No. Street N/A LINAO Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
8. WEIGHT (kg)	65	ZIP CODE	6522
9. BLOOD TYPE	O	19. TELEPHONE NO.	NA
10. GSIS ID NO.	NA	20. MOBILE NO.	09058540314
11. PAG-IBIG ID NO.	1212-5396-3452	21. E-MAIL ADDRESS (if any)	rosemarie.berdos8@gmail.com
12. PHILHEALTH NO.	13-250529297-2		
SSS NO.	06-4322079-7		
14. TIN NO.	364-059-440-000		
15. AGENCY EMPLOYEE NO.	101434769		

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) NA	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	BERDOS		N/A	N/A
FIRST NAME	REYNALDO	NAME EXTENSION (JR., SR) NA	N/A	N/A
MIDDLE NAME	ABUNDO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	SECRETARIA		N/A	N/A
FIRST NAME	ROSALIND		N/A	N/A
MIDDLE NAME	VITALLA		(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	INOPACAN CENTRAL SCHOOL	N/A	06/13/2008	03/30/2011	ELEMENTARY	2011	3RD HONORABLE MENTION VALEDICTORIAN
SECONDARY	INOPACAN NATIONAL HIGH SCHOOL	N/A	06/13/2011	03/26/2015	SECONDARY	2015	MAGNA CUMLAUDE
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF ARTS IN ENGLISH LANGUAGE	3/8/2015	07/14/2019	COLLEGE	2019	N/A
DPE	CEBU TECHNOLOGICAL UNIVERSITY	DEPLOMA OF PROFESSIONAL EDUCATION	5/8/2019	02/23/2020	18 UNITS	2020	President's List
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	MASTER OF SCIENCE IN LANGUAGE TEACHING	5/7/2021	7/3/2024	40 UNITS	2024	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 5, 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	LICENSE (if applicable)	
				NUMBER	Date of Validity
	Computer Systems Servicing NC II	N/A	1/8/2024	St. Cecilia's College – TESDA Cebu	24072202000365 1/7/2029
	Driver's License	N/A	2/21/2024	Baybay District Office	H12-24-000701 8/13/2028
	Licensed Professional Teacher	87.0	2/10/2022	University of Cebu - Banilad Campus	1955414 8/13/2026
	Civil Service Eligible	N/A	06/20/2019	VISAYAS STATE UNIVERSITY	PD 907 To be claimed

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

[illegible]

SIGNATURE		DATE	07/5/2024
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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		NUMBER OF HOURS	POSITION / NATURE OF WORK	
	From	To (mm/dd/yyyy)			
Registered Youth Coouncil Member ; Linao, Inopcan , Leyte	8/1/2015	Present	8hrs/month	Member; Community Service	
GLEE Club President; Fatima Heights , Bliss, Inopacan , Leyte	08/13/2014	03/20/2014	5hrs/week	President ; Sevice for Church Activities	
Labastida Outreach Program ; Visca , Baybay. City , Leyte	1/8/2018	07/14/2018	2hrs/Week	Member; Community Service; Outreach Program	
Linao Cooperative; Linao, Inopacan , Leyte	1/1/2015	12/30/2019	4hrs/Week	Active Member ; Livelihood Program	

(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		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To (mm/dd/yyyy)			
DepEd Teaching and Non-Teaching Competencies and Standard Qualifications	01/28/2023	01/28/2023	8.0	Managerial	Carl E. Balita Review Center (Cebu Branch)
Advance Computer Skills Training	01/23/2023	2/2/2023	80.0	Managerial	CPDCTF Training Center
Introduction to Statistical Techniques used in Research for Data Analysis	03/15/2019	03/15/2019	1.5		Visayas Stae University
English Language Program, Ledearship and Behavior	02/22/2017	02/22/2017	2.5	Academic	Visayas Stae University
Guidelines in Writing Theoretical and Conceptual Framework, and Methology in Language Research	8/2/2019	8/2/2019	1.5	Academic	DLABS-Auditorium VSU, Baybay, City , Leyte
Mythology and Folklore Exhibit and Seminar	1/4/2019	1/4/2019	1.5	Academic	CCE, VSU, Baybay , City , Leyte
Career Preparations	3/3/2019	3/3/2019	1.5	Academic	DLABS-Viewing Room , VSU, Baybay, City, Leyte
Job-Seeking Seminar	4/6/2019	4/6/2019	4.0	Managerial	AC-209 DoPAC, VSU, Visca, Baybay , City, Leyte
The Style Manual for Undergraduate Thesis	5/4/2019	5/4/2019	1.5	Academic	DLABS-Viewing Room , VSU, Baybay, City, Leyte
TV Program Production Workshop	10/12-13/2017	10/12-13/2017	16.0	Technical	Center of Continuing Education Building, VSU, Visca, Baybay, City, Leyte
Preliminary Steps in Doing Research	1/1/2019	1/1/2019	1.5	Academic	Reading Room, VSU , Babay , City , Leyte
Poetry and Creative Writing Seminar	02/20/2017	02/20/2017	4.0	Academic	Center of Continuing Education Building, VSU, Visca, Baybay, City, Leyte
Registers in English Seminar-Performance	11/17/2017	10/17/2017	8.0	Academic	Visayas State University
English Communication and Product Specific Training	1/2/2021	3/3/2021	200.0	Supervisory	Intuit - Concentrix
Organizational Summit	01/20/2017	01/23/2017	24.0	Leadership	Visayas State University
4th Division Leadership Training and Congress of Supreme Student/ Pupil Government	03/13/2014	03/15/2014	24.0	Leadearship	Hilongos Gymnasium, Hilongos, Leyte
1st International Conference in Language and Communication	05/15/2019	05/15/2019	4.0	Academic	DLABS, VSU,Visca, Baybay, City, Leyte
DSSPC (Division Secondary School Press Conference)	7/6/2014	7/6/2014	8.0	Academic	Bato School of Fisheries

(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)	
Training/Teaching English (Linguistics)	Licenced Professional Teacher (10/02/2022)	2nd VSU Culture and the Arts Festival Facilitator (02/28/2018)	
Academic tutor of all general subjects for junior highschool students	Civil Service Eligible (06/20/2019)	Band Leader (Drum and Lyre Corps - 2013)	
Write and Critique Research Papers	Magna Cum Laude (A.Y. 2019-2020)	AB English Language Society Auditor (2016-2017)	
Has the ability to lead and implement rules	Consistent University/ Presiden't Honor (A.Y. 2015-2019)	AB English Language Society President (AY.2017-2018)	
Event Facilitator and School Journalist	Best Paper Awardee &Best Paper Oral Presenter (05/15/2019)	MTAP Representative (2012-2014)	
Public speaking in English, Filipino, and Cebuano language	Intuit- Concentrix English Communication and Program Ready Trainer II (2019-Present)	Editor in Chief (2013-2014)	
Create Infographics via MS Excel, MS Words , PPT, Agoda	School's Valedictorian (S.Y. 2014-2015)	Supreme Student Government President (2014-2015)	
(Continue on separate sheet if necessary)			
SIGNATURE		DATE	07/05/2024

<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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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>DR. ANNIE P. GRAVOSO</td> <td>VISCA, BAYBAY,CITY,LEYTE</td> <td>9154384726</td> </tr> <tr> <td>EDENNE P. SOLIANO</td> <td>INOPACAN,LEYTE</td> <td>9054564731</td> </tr> <tr> <td>KRISTHYN P. MANTALABA</td> <td>MINGLANILLA, CEBU</td> <td>9770326742</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. ANNIE P. GRAVOSO	VISCA, BAYBAY,CITY,LEYTE	9154384726	EDENNE P. SOLIANO	INOPACAN,LEYTE	9054564731	KRISTHYN P. MANTALABA	MINGLANILLA, CEBU	9770326742		
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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> <p style="text-align: center;">Person Administering Oath</p>															



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