

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	CARDINES		
FIRST NAME	MARY JOY	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	BACARISAS		
3. DATE OF BIRTH (mm/dd/yyyy)	08/06/2000	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	TACLOBAN CITY	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	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE _____
7. HEIGHT (m)	157 cm	18. PERMANENT ADDRESS	N/A _____ N/A _____ House/Block/Lot No. _____ Street _____ N/A _____ ABANGO _____ Subdivision/Village _____ Barangay _____ BARUGO _____ LEYTE _____ City/Municipality _____ Province _____ ZIP CODE _____ 6519
8. WEIGHT (kg)	50 kg	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	A	20. MOBILE NO.	09685496083
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	maryjoycardines94@gmail.com
11. PAG-IBIG ID NO.	1213-0622-7436		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	06-4463337-0		
14. TIN NO.	618-062-759		
15. AGENCY EMPLOYEE NO.	N/A		

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	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	CARDINES		
FIRST NAME	TITO		
MIDDLE NAME	MACARANDAN		
25. MOTHER'S MAIDEN NAME	BACARISAS		
SURNAME	MA. VICTORIA		
FIRST NAME	ESPEO		
MIDDLE NAME			

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	ABANGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	GRADUATED	2012	3rd HONORABLE MENTION
SECONDARY	GREGORIO C. CATENZA NATIONAL HIGH SCHOOL	HUMANITIES & SOCIAL SCIENCES	2012	2018	GRADUATED	2018	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY-MAIN CAMPUS TACLOBAN	BACHELOR OF ARTS IN ENGLISH LANGUAGE	2018	2022	GRADUATED	2022	MAGNA CUM LAUDE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY-GRADUATE SCHOOL	MASTERS IN MANAGEMENT	2023	STUDYING	N/A	STUDYING	N/A

SIGNATURE	DATE	06/10/2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	06-10-2024
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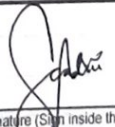

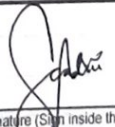

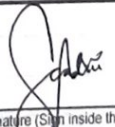

CS FORM 212 (Revised 2017), Page 2 of 4

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VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Continue on separate sheet if necessary)

31	SPECIAL SKILLS and HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PROFICIENT IN COMMUNICATION & WRITING SKILLS		N/A		N/A	
SOCIAL MEDIA MANAGEMENT					
KNOWLEDGABLE IN MICROSOFT APPLICATIONS (MS)					
TECHNICAL SKILLS					
RESEACH					
ORGANIZATIONAL SKILLS					
KNOWLEDGABLE IN EDITING APPS. (CANVA, LIGHTROOM, CAPCUT, FILMORA)					
(Continue on separate sheet if necessary)					
SIGNATURE			DATE	06/10/2024	

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>KATRINA D. OBEJERA</td><td>TACLOBAN CITY</td><td>9190037320</td></tr><tr><td>JENELYN P. GACUS</td><td>TACLOBAN CITY</td><td>9088921740</td></tr><tr><td>JOSEPH P. NACIONALES</td><td>TACLOBAN CITY</td><td>9777714032</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	KATRINA D. OBEJERA	TACLOBAN CITY	9190037320	JENELYN P. GACUS	TACLOBAN CITY	9088921740	JOSEPH P. NACIONALES	TACLOBAN CITY	9777714032
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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.													
<table border="1"><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: TIN ID</td></tr><tr><td>ID/License/Passport No.: 618-062-759-00000</td></tr><tr><td>Date/Place of Issuance: 11-28-2022</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: TIN ID	ID/License/Passport No.: 618-062-759-00000	Date/Place of Issuance: 11-28-2022	<table border="1"><tr><td> Signature (Sign inside the box) 6-10-24 Date Accomplished</td><td> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) 6-10-24 Date Accomplished	 Right Thumbmark						
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SUBSCRIBED AND SWORN to before me this <u>6-11-2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table border="1"><tr><td>DOC. No. <u>205</u> AGE No. <u>61</u> BOOK No. <u>254</u> SERIES OF <u>2024</u></td><td>ATTY. ROGELIO D. GULA NOTARY PUBLIC NC No. 2023-01-03 UNTIL DECEMBER 31, 2024 PTK No. 3490302 Person Administering Oath: <u>ATTORNEY G. KOLI # 48023</u> IBP LIFETIME MEMBER # <u>67009</u></td></tr></table>		DOC. No. <u>205</u> AGE No. <u>61</u> BOOK No. <u>254</u> SERIES OF <u>2024</u>	ATTY. ROGELIO D. GULA NOTARY PUBLIC NC No. 2023-01-03 UNTIL DECEMBER 31, 2024 PTK No. 3490302 Person Administering Oath: <u>ATTORNEY G. KOLI # 48023</u> IBP LIFETIME MEMBER # <u>67009</u>										
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PHOTO



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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila

- List of Accomplishments and Contributions (if any)

- Developed recruitment plan
- Designed training program for retirees under EO 366

- Summary of Actual Duties

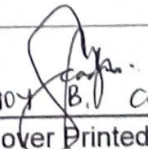
- Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: November 3, 2022 - present
- Position: Labor Communications Officer
- Name of Office/Unit: Admin and Finance Unit
- Immediate Supervisor: Eric R. Granada
- Name of Agency/Organization and Location: Overseas Workers Welfare Administration

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, preparation of monthly report of SUP program availment of clientele OFW-Seafarers, preparation of minutes of meetings, press releases, media and/or radio interviews, drafting and printing of office memorandums, communication letters to various agencies, NGO, etc.; responds to queries and performs other related functions.


MARY JOY B. CARDINES
(Signature over Printed Name
of Employee/Applicant)
Date: 6-10-24