| cs | Form | No. | 212 |
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|    |      |     |     |

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filling of administrative/criminal case/s against the person concerned.

PERSONAL DATA SHEET READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

[] CS ID No. Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME CARDINES IAME EXTENSION (JR., SR) FIRST NAME MARY JOY MIDDLE NAME **BACARISAS** 3. DATE OF BIRTH 08/06/2000 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization Pls. indicate country: If holder of dual citizenship, TACLOBAN CITY 4. PLACE OF BIRTH please indicate the details. ~ Male 5. SEX Married 7. RESIDENTIAL ADDRESS ✓ Single 6 CIVIL STATUS Street House/Block/Lat No. Separated Widowed Other/s: Barangay Subdivision/Village 157 cm 7. HEIGHT (m) City/Municipality 50 kg ZIP CODE 8. WEIGHT (kg) N/A NA 18. PERMANENT ADDRESS A 9. BLOOD TYPE House/Block/Lat No ABANGO N/A 10. GSIS ID NO. division/Villa Barangay LEYTE BARUGO 1213-0622-7436 11. PAG-IBIG ID NO. City/Municipality ZIP CODE 6519 12. PHILHEALTH NO. N/A 19. TELEPHONE NO. 06-4463337-0 13. SSS NO. 09685496083 20. MOBILE NO. 618-062-759 4. TIN NO. maryjoycardines94@gmail.com 21 F-MAIL ADDRESS (if any) 15. AGENCY EMPLOYEE NO. DATE OF BIRTH (mm/dd/yyyy) 23. NAME of CHILDREN (Write full name and list all) N/A 22 SPOUSE'S SURNAME AME EXTENSION (JR., SR N/A N/A FIRST NAME N/A MIDDLE NAME N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME N/A **BUSINESS ADDRESS** N/A TELEPHONE NO. CARDINES 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) TITO FIRST NAME MACARANDAN MIDDLE NAME 25. MOTHER'S MAIDEN NAME BACARISAS SURNAME MA. VICTORIA (Continue on separate sheet if necessary) FIRST NAME **ESPESO** MIDDLE NAME SCHOLARSHIP! ACADEMIC HONORS HIGHEST LEVEL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE UNITS EARNED (if not graduated) GRADUATED RECEIVED NAME OF SCHOOL (Write in full) (Write in full) From To LEVEL 3rd HONORABLE GRADUATED 2012 2006 MENTION PRIMARY EDUCATION ABANGO ELEMENTARY SCHOOL WITH HONORS ELEMENTARY 2018 GRADUATED 2012 HUMANITIES & SOCIAL SCIENCES GREGORIO C. CATENZA NATIONAL HIGH SCHOOL SECONDARY N/A N/A N/A MAGNA CUM VOCATIONAL / TRADE COURSE 2022 GRADUATED 2022 BACHELOR OF ARTS IN ENGLISH LANGUAGE 2018 LAUDE EASTERN VISAYAS STATE UNIVERSITY-MAIN COLLEGE STUDYING N/A STUDYING 2023 MASTERS IN MANAGEMENT LEYTE NORMAL UNIVERSITY-GRADUATE SCHOOL GRADUATE STUDIES on separate sheet if 06/10/2024 DATE SIGNATURE

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| )/15/2017               | 11/30/2017                            | STUDENT II                  |  | LEYTE III ELEC   | TRIC COOPERATIVE  | N/A           | N/A   | STUDENT                  | Y                |
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| 29. NAME & ADDRESS OF (Write in fu  |  | INCLUSIVE DATES (mm/dd/yyyy) From To |                    | NUMBER OF HOURS   | POSITION / NATURE OF WORK      |  |  |
|---|--|--------------------------------------|--------------------|-------------------|--------------------------------|--|--|
| NATIONAL SERVICE TRAINING PROGRAM-CIVIC WELFARE TRAINING SERVICE  |  |                                      |                    | 150 HRS           |                                | STUDENT VOLUNTEER  |  |
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| II. LEARNING AND DEVELOPMENT (L&D   |  | ntinue on separate<br>ROGRAMS AT     |                    | 1                 |                                |  |  |
| TITLE OF LEARNING AND DEVELOPMENT INT   | FRVENTIONS/TRAINING PROGRAMS                                 |                                      | E DATES OF         |                   | Type of LD<br>( Managerial/    | CONDUCTED/ SPONSORED BY  |  |
| (Write in fu  |  |                                      | Id/yyyy)<br>To     | NUMBER OF HOURS   | Supervisory/<br>Technical(stc) | (Write in full)  |  |
| FILIPINO BRAND OF SERVICE   | EXCELLENCE   | 05/07/2024                           | 05/07/2024         | 8 HOURS           | SUPERVISORY                    | DEPARTMENT OF TOURISM REGION VIII  |  |
| HARMONY IN LEADERSHIP: BUILDING STR   | DNGER MANAGEMENT TEAMS                                       | 11/27/2024                           | 11/27/2024         | 8 HOURS           | TECHNICAL                      | LEYTE NORMAL UNIVERSITY  |  |
| FINANCIAL PLANNING & CONTROL SEMINAR FORUM:LO PLANNING AND CONTROL IN THE CONTEXT OF  |  | 05/18/2024                           | 05/18/2024         | 4 HOURS           | TECHNICAL                      | LEYTE NORMAL UNIVERSITY  |  |
| BECOMING ENGLISH TEACHERS: IDENTITY,PA  |  | 12/07/2021                           | 12/07/2021         | 2 HOURS           | TECHNICAL                      | EASTERN VISAYAS STATE UNIVERSITY-MA<br>CAMPUS TACLOBAN   |  |
| THE WHAT, WHY, AND HOW OF ALTERNATIVE ASS<br>TEACHING   | ESSMENT IN FELIXIBLE LANGAUGE                                | 12/08/2021                           | 12/08/2021         | 3 HOURS           | TECHNICAL                      | EASTERN VISAYAS STATE UNIVERSITY-MA CAMPUS TACLOBAN  |  |
| DIGITAL JOURNALISM IN THE T   | ME OF PANDEMIC   | 10/09/2021                           | 10/09/2021         | 4 HOURS           | TECHNICAL                      | UMDC-EASTERN VISAYAS STATE UNIVERSI<br>MAIN CAMPUS TACLOBAN  |  |
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| OTHER INFORMATION   | NON  | ACADEMIC DISTIN                      | ICTIONS / RECOG    | NITION            |                                | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT  |  |
| SPECIAL SKILLS and HOBBIES  | NON-ACADEMIC DISTINCTIONS / RECOGNITION  32. (Write in full) |                                      |                    |                   | (Venta in ruit)                |  |  |
| OFICIENT IN COMMUNICATION & WRITING SKILLS  | N/A  |                                      |                    |                   |                                | N/A  |  |
| SOCIAL MEDIA MANAGEMENT   |  |                                      |                    |                   |                                |  |  |
| KNOWLEDGABLE IN MICROSOFT APPLICATIONS (MS  |  |                                      |                    |                   |                                |  |  |
| TECHNICAL SKILLS  |  |                                      |                    | Lasil horse       |                                |  |  |
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| ORGANIZATIONAL SKILLS   | NOTARY PUBLIC  |                                      |                    |                   |                                | 001,000  |  |
| KNOWLEDGABLE IN EDITING APPS<br>(CANVA,LIGHTROOM,CAPCUT,FILMORA)  | J-ESUS ON ON   | inue on separate s                   | heet II necessary  | 200               |                                | rold track   |  |
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| 34. Are you related by consanguinity or affinity to the appointing<br>chief of bureau or office or to the person who has immediate   |  |  |  |  |
|--|--|--|--|--|
| Bureau or Department where you will be apppointed,   |  | 200                                    |  |  |
| a. within the third degree?  |  | / NO                                   |  |  |
| b. within the fourth degree (for Local Government Unit - Care  | YES  |  |  |  |
|  |  | If YES, give details:                  |  |  |
| 35 a. Have you ever been found guilty of any administrative offe   | ☐ YES ☐                                      | 2 NO                                   |  |  |
|  | If YES, give details:                        |  |  |  |
|  |  |  |  |  |
| b. Have you been criminally charged before any court?  | ☐ YES ☑ NO                                   |  |  |  |
|  |  | If YES, give details:<br>Date Filed:   |  |  |
|  |  | Status of Case/s:                      |  |  |
| 36. Have you ever been convicted of any crime or violation of an   | y law, decree, ordinance or regulation by    | ☐ YES                                  | ✓ NO   |  |
| any court or tribunal?   | Statistical sectors                          | If YES, give details:                  |  |  |
| The second secon | We De  | 21.5                                   | 150  |  |
| 37. Have you ever been separated from the service in any of the  | following modes: resignation, retirement,    | YES If YES, give details:              | ☑ NO   |  |
| dropped from the rolls, dismissal, termination, end of term, fir<br>in the public or private sector?   | nisned contract or priased out (abouton)     | II TES, give details.                  |  |  |
| 38. a. Have you ever been a candidate in a national or local elect   | tion held within the last year (except       | YES                                    | ✓ NO   |  |
| Barangay election)?  | out reserved vocates Allies                  | If YES, give details:                  | , HOLD OF THE PARTY STATES AND ADDRESS OF  |  |
| b. Have you resigned from the government service during the  | three (3)-month period before the last       | YES If YES, give details:              | ✓ NO   |  |
| election to promote/actively campaign for a national or local or   |  | 2010 103 205 115                       | Service Committee of the Committee of th |  |
| 39. Have you acquired the status of an immigrant or permanent r  | esident of another country?                  | YES If YES, give details (c            | NO country):   |  |
|  |  |  |  |  |
| 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magr   | na Carta for Disabled Persons (RA            |  |  |  |
| 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), p   | please answer the following items:           |  |  |  |
| Are you a member of any indigenous group?  |  | YES If YES, please specify:            | ✓ NO   |  |
| b. Are you a person with disability?   |  | YES                                    | ✓ NO   |  |
| b. Are you a person with disability?   |  | If YES, please specify ID              | Name of the Park o |  |
| c. Are you a solo parent?  |  | YES If YES, please specify ID          | No:  |  |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /a  | ippointee)                                   |  |  |  |
| NAME   | ADDRESS                                      | TEL. NO.                               |  |  |
| KATRINA D. OBEJERA   | TACLOBAN CITY                                | 9190037320                             |  |  |
| JENELYN P. GACUS   | TACLOBAN CITY                                | 9088921740                             |  |  |
| JOSEPH P. NACIONALES   | TACLOBAN CITY                                | 9777714032                             |  |  |
| 42 I declare under oath that I have personally accomplished<br>complete statement pursuant to the provisions of pertiner<br>Philippines. I authorize the agency head/authorized represent<br>agree that any misrepresentation made in this docum<br>administrative/criminal case/s against me.   | tative to verify/validate the contents state | d herein.                              | PHOTO  |  |
| Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  |  |  |  |  |
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| COTOTAL SECTION OF THE SECTION OF TH | Signature (Sign inside the bo                | x)                                     |  |  |
| ID/License/Passport No.: 618-062-759-00000   | 4-10-  | শ                                      | / Right Thumbmark  |  |
| Date/Place of Issuance: 11-28-2022   | Date Accomplished                            |  |  |  |
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| SERIES OF 2024   |  | ER 47.02.7 (Revised 2017), Page 4 of 4 |  |  |

## **WORK EXPERIENCE SHEET**

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

 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.

(Signature over Printed Name of Employee/Applicant)
Date: 4-10-14

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