

## 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 if accomplished through own handwriting. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

## I. PERSONAL INFORMATION

1. SURNAME	PINTOY		
2. FIRST NAME	LOREMAE	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	BERNALES		
3. DATE OF BIRTH (dd/mm/yyyy)	18/08/1999	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	ORMOC CITY	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	<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	PUROK 6 TONDO House/Block/Lot No. Street Subdivision/Village BAGONG BUHAY Barangay ORMOC LEYTE City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	
8. WEIGHT (kg)	42		
9. BLOOD TYPE	O		
10. UMID ID NO.	N/A		
11. PAG-IBIG ID NO.	121315029930	18. PERMANENT ADDRESS	PUROK 6 TONDO House/Block/Lot No. Street Subdivision/Village BAGONG BUHAY Barangay ORMOC LEYTE City/Municipality Province
12. PHILHEALTH NO.	13-202840506-9	ZIP CODE	6541
13. PhilSys Number (PSN):	5890-2938-5084-0152	19. TELEPHONE NO.	N/A
14. TIN NO.	661-355-089-00000	20. MOBILE NO.	09081805464
15. AGENCY EMPLOYEE NO.	240836	21. E-MAIL ADDRESS (if any)	pintoyloremae24@gmail.com


## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR.)	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	PINTOY		N/A	N/A
FIRST NAME	MEDRITO	NAME EXTENSION (JR., SR.)	N/A	N/A
MIDDLE NAME	BAROG		N/A	N/A
25. MOTHER'S MAIDEN NAME	LORENA MONTEBON BERNALES		N/A	N/A
SURNAME	BERNALES		N/A	N/A
FIRST NAME	LORENA		N/A	N/A
MIDDLE NAME	MONTEBON		(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	BAGONG BUHAY ELEMENTARY SCHOOL	BASIC EDUCATION	2006	2012	N/A	2012	2ND HONOR
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	BASIC EDUCATION	2012	2016	N/A	2016	N/A
VOCATIONAL / TRADE COURSE	ACLIC SENIOR HIGH SCHOOL	HUMANITIES AND SOCIAL SCIENCES	2016	2018	N/A	2018	WITH HONORS
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE	2018	2022	N/A	2022	CUM LAUDE
GRADUATE STUDIES	PALOMPON INSTITUTE OF TECHNOLOGY	MASTER OF ARTS IN EDUCATION MAJOR IN SCIENCE	2024	PRESENT	18	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9-19-25
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#### IV. CIVIL SERVICE ELIGIBILITY

27. CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Valid Until
PROFESSIONAL TEACHER	87.6	01/03/2023	TACLOBAN CITY	2154053	8-18-2027

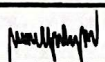
(Continue on separate sheet if necessary)

#### 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 (dd/mm/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To				
23/09/2024	PRESENT	BOY SCOUTS OF THE PHILIPPINES- ORMOC CITY COUNCIL	7, 350.00	ACTIVE	YES
17/06/2023	TEACHER	ST. ALOYSIUS INSTITUTE OF TECHNOLOGY, INC.	8,500.00	CONTRACTUAL	NO

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9-9-25
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[illegible]


(Continue on separate sheet if necessary)


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

[illegible]

(Continue on separate sheet if necessary)

VI. OTHER INFORMATION		
NAME	NONACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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(Continue on separate sheet if necessary)			
SIGNATURE		DATE	9-19-25

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	9-19-25

9-19-75



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)?

☐ YES ☒ NO

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?

☐ YES ☒ 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?

☐ YES ☒ 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?

☐ YES ☒ 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)?

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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?

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ NO

If YES, give details (country): \_\_\_\_\_

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), please answer the following items:

a. Are you a member of any indigenous group?

☐ YES ☒ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO AND/OR EMAIL
JULIUS B. PORCADILLA	BRGY. LIBERTAD, ORMOC CITY	9653124967
JONNEL M. JANDOC	BRGY. DOLORES, ORMOC CITY	9338238835
JORENA O. ABLEN	BRGY. MAHAYAG, ORMOC CITY	9672060439

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.



LOREMAE B. PINTOY  
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC

ID/License/Passport No.: 2154053

Date/Place of Issuance: ORMOC CITY

Signature (Sign inside the box)

9-19-25

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this SEP 19 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. CLINT OCTAVIO E. LABTIC  
Public Attorney II  
Pursuant to R.A. 9106  
Person Administering Oath



## 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.

- Duration: September 23, 2024- Present
- Position: Administrative Staff
- Name of Office/Unit: BSP – Ormoc City Council
- Immediate Supervisor: Jonnel M. Jandoc
- Name of Agency/Organization and Location: BSP- Ormoc City Council
- List of Accomplishments and Contributions (if any)
  - Facilitator during the 2024 Camp-o-ral Scouting Month Culminating Activities
  - Facilitator during the Council Scout Youth Forum 2025
  - Facilitator during the 6<sup>th</sup> Annual Local Council Meeting (ALCM)
  - Support Staff during the Advanced Training Course for Kawan Leaders
  - Facilitator during the Patrol Leaders Training Course
  - Facilitator during the Patrol Leaders Training Course
- **Summary of Actual Duties**
  - Responsible for performing administrative and technical tasks, e.g., preparation of minutes of meetings, council memorandum, division memorandum related to scouting, status of agreements, resolutions, and responding to queries and performing other related functions.

- Duration: June 17, 2023- June 29, 2024
- Position: Senior High School Teacher
- Name of Office/Unit: St. Aloysius Institute of Technology, Inc.
- Immediate Supervisor: John Christopher P. Cabiling
- Name of Agency/Organization and Location: St. Aloysius Institute of Technology, Inc.
- List of Accomplishments and Contributions (if any)
  - District Siglaro 2023- Assistant Coach 1<sup>st</sup> Arnis Secondary Girls
  - Division Siglaro 2023- Assistant Coach 2<sup>nd</sup> Arnis Secondary Girls
- **Summary of Actual Duties**
  - Class adviser of 2 sections (12- St. Elijah and St. Francis Xavier -STEM)
  - Accomplishing School Forms
  - Subject teacher in the following subjects: Qualitative research, Quantitative Research, Inquiries, Investigations, and Immersion, Earth and Life Science, Biological Science, and Personal Development.
  - Classroom management
  - Lesson Planning

LOREMA E. B. PINTOY

Date: \_\_\_\_\_