

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 | ☐ 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	OLLERAS		
FIRST NAME	MERZETH BLAIRE	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	BALEOS		
3. DATE OF BIRTH (mm/dd/yyyy)	08/06/1994	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization P/s. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	CARABAO House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6521
8. WEIGHT (kg)	52	18. PERMANENT ADDRESS	CARABAO House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	O ⁺	ZIP CODE	6521
10. GSS ID NO.	2005478352	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1211-8878-8555	20. MOBILE NO.	0968-549-7942
12. PhilHEALTH NO.	13-050189645-5	21. E-MAIL ADDRESS (if any)	blairebaleos@yahoo.com / blairebaleos@gmail.com
13. SSS NO.	06-3902158-6		
14. TIN NO.	492-849-537		
15. AGENCY EMPLOYEE NO.	18K0025		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	OLLERAS	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANDY	NAME EXTENSION (JR., SR.)	REIGNETTE KARA B. OLLERAS
MIDDLE NAME	TEROL		22/09/2020
OCCUPATION	CIVIL ENGINEER		
EMPLOYER/BUSINESS NAME	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS-FIFTH DED		
BUSINESS ADDRESS	BRGY. HIPUSNGO, BAYBAY CITY, LEYTE		
TELEPHONE NO.	(053) 335-2503		
24. FATHER'S SURNAME	BALEOS		
FIRST NAME	JULIAN	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	BALDO		
25. MOTHER'S MAIDEN NAME			
SURNAME	MANAGBANAG		
FIRST NAME	PORFERIA		
MIDDLE NAME	GUINOCOR	(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	BAYBAY I NORTH CENTRAL SCHOOL		2000	2006		2006	WITH HONORS
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, INC.		2006	2010		2010	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES (formerly SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.)	BACHELOR OF SCIENCE IN ACCOUNTANCY	2010	2015		2015	CUM LAUDE
POST-GRADUATE	VISAYAS STATE UNIVERSITY	MASTERS IN MANAGEMENT MAJOR IN MANAGEMENT	2016	2017	12 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/12/23
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>	DATE	03/31/2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S						
38	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Select from the most recent L&D training programs and include only the relevant L&D training taken for the last five (5) years for Director/Chief/Executive/Managerial positions)						
39	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	TYPE OF L&D (Managerial, Supervisory, Technical)	CONDUCTED/SPONSORED BY (Write in full)
		From	To			
	ANNUAL CONVENTION-SEMINAR OF THE ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP), INC.	10-19-22	10-22-22	24	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)
	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP), INC. TECHNICAL SEMINAR ON ePAYMENT and eCOLLECTION	6-16-22	6-16-22	8	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)
	ANNUAL CONVENTION-SEMINAR OF THE ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP), INC.	10/20/2021	10/22/2021	24	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)
	GOVERNMENT FINANCIAL MANAGEMENT INNOVATORS CIRCLE (GFMIC) 2021 WEBINAR SERIES II (REVISED CHART OF ACCOUNTS FOR GOVERNMENT AGENCIES)	04/27/2021	04/27/2021	4	Technical	GOVERNMENT FINANCIAL MANAGEMENT INNOVATORS CIRCLE (GFMIC)
	IMPLEMENTATION TRAINING OF COAe ENGAS & EBUDGET VERSION 2.1 (UACS/Preac Complaint Version)	8/13/2018	8/15/2018	48	Technical	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - REGIONAL OFFICE VIII
	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA) 72nd ANNUAL NATIONAL CONVENTION	11/22/2017	11/25/2017	31	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA)
	ANNUAL CONVENTION-SEMINAR OF THE ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP), INC.	10/18/2017	10/21/2017	29	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)
	IT TRAINING ON WINDOWS 8 AND MS OFFICE 2013: OVERVIEW AND UPDATES	05/11/2016	05/13/2016	24	Technical	LEYTE FIFTH DISTRICT ENGINEERING OFFICE, BAYBAY CITY, LEYTE
	SEMINAR ON PUBLIC ACCOUNTABILITY AND ANTI-GRAFT AND CORRUPT PRACTICES ACT	05/06/2016	05/06/2016	8	Managerial	LEYTE FIFTH DISTRICT ENGINEERING OFFICE, BAYBAY CITY, LEYTE
	THE EMPOWERED GRADUATES: A SEMINAR SERIES	04/03/2015	04/03/2015	8	Managerial	SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.
	ADVANCED ACCOUNTING UPDATES	14/02/2015	14/02/2015	8	Technical	JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	BUSINESS POLICY AND STRATEGY FORMULATION	24/01/2015	24/01/2015	8	Managerial	SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.
	PFRS UPDATES	24/08/2014	24/08/2014	8	Technical	JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	UPDATES ON PHILIPPINE STANDARDS ON AUDITING, BOARD OF ACCOUNTANCY UPDATES & NEW CODE OF ETHICS*	23/08/2014	23/08/2014	8	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	TAXATION UPDATES FOR PROFESSIONAL	25/07/2014	25/07/2014	8	Technical	SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.
	SEMINAR ON REPUBLIC ACT NO. 7394: "THE CONSUMER ACT OF THE PHILIPPINES"	16/02/2014	16/02/2014	8	Technical	DEPARTMENT OF TRADE & INDUSTRY
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
40	SPECIAL SKILLS AND HOBBIES	41. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		42. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	PLAYS VIOLIN	N/A		PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA)		
				ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)		
(Continue on separate sheet if necessary)						
SIGNATURE		/s/ [Signature]		DATE	03/31/2023	

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? b. Have you been criminally charged before any court?	☐ YES ☐ NO If YES, give details: _____ ☐ 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)? 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: _____ ☐ 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); 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?	☐ YES ☐ NO If YES, please specify: _____ ☐ YES ☐ NO If YES, please specify ID No: _____ ☐ YES ☐ NO If YES, please specify ID No: _____															
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>AIZA A. MADUM, CPA</td> <td>BAYBAY CITY, LEYTE</td> <td>0920-681-3469</td> </tr> <tr> <td>ENGR. ARVIN JAY B. SANCHEZ</td> <td>BAYBAY CITY, LEYTE</td> <td>0998-089-7874</td> </tr> <tr> <td>ENGR. RAD V. DOGUILLES</td> <td>MATALOM, LEYTE</td> <td>0947-806-8860</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	AIZA A. MADUM, CPA	BAYBAY CITY, LEYTE	0920-681-3469	ENGR. ARVIN JAY B. SANCHEZ	BAYBAY CITY, LEYTE	0998-089-7874	ENGR. RAD V. DOGUILLES	MATALOM, LEYTE	0947-806-8860			
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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.																
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																