

# 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	AREVALO		
FIRST NAME	MARVIN	N/A	
MIDDLE NAME	LUNGAY		
3. DATE OF BIRTH (mm/dd/yyyy)	01/01/1981	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	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	227 ADDRESS BONIFACIO House/Block/Lot No. Street PAULINO AVELLANA - ZONE 2 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.70	18. PERMANENT ADDRESS	227 ADDRESS BONIFACIO House/Block/Lot No. Street PAULINO AVELLANA - ZONE 2 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	115		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1700-0082-4024	19. TELEPHONE NO.	053-520-8079
12. PHILHEALTH NO.	13-050049208-3	20. MOBILE NO.	09753878840
13. SSS NO.	06-2158792-8	21. E-MAIL ADDRESS (if any)	totbenz@yahoo.com
14. TIN NO.	927-083-148		
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	AREVALO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANA LUCIA	N/A	JULIO LUVINZ G. AREVALO	8/4/2000
MIDDLE NAME	GALENZOGA			
OCCUPATION	BARANGAY SECRETARY			
EMPLOYER/BUSINESS NAME	BARANGAY PAULINO AVELLANA - ZONE 2			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.	053-520-8079			
24. FATHER'S SURNAME	AREVALO			
FIRST NAME	DONALD	N/A		
MIDDLE NAME	ALTAREJOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	LUNGAY			
FIRST NAME	ANTONIETA			
MIDDLE NAME	DAPITON		(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ELEMENTARY GRADUATE	1989	1994	N/A	1994	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL GRADUATE	1995	1998	N/A	1998	N/A
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ASSOCIATE IN COMPUTER SCIENCE	1999	2000	N/A	2000	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2000	2002	N/A	2002	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2002	2003	N/A	2003	N/A





[illegible][illegible]

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PLAYING CHESS GAMES	CERTIFICATE OF RECOGNITION - Has rendered a continuous, outstanding service, tireless effort, and constant support for the community	FCIC ALUMNI
	CERTIFICATE OF APPRECIATION - Has obtained a passing mark in the accomplishment of targets set in action plan	BNS ASSOCIATION
		TRISKELION GRAND FRATERNITY

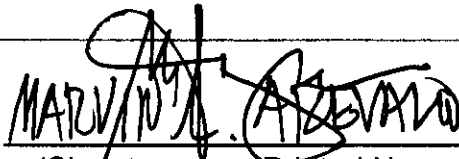
## WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

- Duration: May 30, 2003 – October 1, 2003
- Position: Technical Support
- Name of Office/Unit: Repair and Maintenance Section
- Immediate Supervisor: Erwin Taganas
- Name of Agency/Organization and Location: Philwebinc Baybay, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible for client postpaid Dial-up Internet Connection,
  - Monitoring of modem, router and switches
  - Repair hardware and software computer,

- Duration: October 15, 2003 – December 15, 2010
- Position: IT Staff
- Name of Office/Unit: IT Department, Office Staff and Accounting Section
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance
  
- List of Accomplishments and Contributions (if any)
  - Develop Wi-max point to point internet connection with 15 kilometers air distance
  
- Summary of Actual Duties
  - Responsible for payroll of agency piece worker and daily worker
  - Responsible for Server ICS Abaca and ICS Sphere parts backup
  - Responsible for Computer Hardware and Software repair and maintenance
  - Encoding of Daily Time Record (DTR) of Office Staff for payroll and pay-slips generation
  - Responsible for encoding of SSS, Philhealth, PAGIBIG, and BIR
  - Trucking and Motor Pool In-charge
  - Act as liaison officer

  
(Signature over Printed Name  
of Employee/Applicant)

Date: October 21, 2022

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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ 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: RESIGNATION

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); and (c) Solo Parents Welfare Act of 2000 (RA 8972), 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	ADDRESS	TEL. NO.
ATTY. CARLO P. LORETO	BAYBAY CITY LEYTE	
VICE-MAYOR ATTY. ERNESTO M. BUTAWAN	BAYBAY CITY LEYTE	
MS. KRISTINE SHAYNE A. CASTOS, RN	BAYBAY CITY LEYTE	



PHOTO

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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: NATIONAL ID

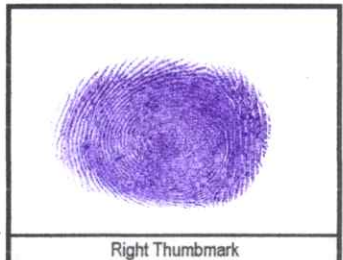
ID/License/Passport No.: 2459-7609-5468-2905

Date/Place of Issuance: 03/13/2022/BAYBAY CITY, LEYTE

Signature (Sign inside the box)

OCTOBER 21, 2022

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

OCT 21 2022

ATTY. EDEN B. CHAVEZ-BUTAWAN  
Notary Public for the Province of Leyte, City of Baybay

N.O. No. B-22-06-06, July 5, 2022

Until December 31, 2023

R. Magsaysay Avenue, Baybay City, Leyte

PTR No. PL 6590903 01/03/22

cc. No. 486  
age No. 98