

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 | VIVERO | | | |
| FIRST NAME | DYA ANGELICA | NAME EXTENSION (JR., SR.) N/A | | |
| MIDDLE NAME | APILAR | | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 01/16/2001 | 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 | MAYORGA, LEYTE | 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 | 792 REAL Street House/Block/Lot No. POBLACION ZONE 1 N/A Barangay Subdivision/Village LEYTE JAVIER Province City/Municipality 6511 | |
| 7. HEIGHT (m) | 1.52 | 18. PERMANENT ADDRESS | 792 REAL Street House/Block/Lot No. POBLACION ZONE 1 N/A Barangay Subdivision/Village LEYTE JAVIER Province City/Municipality 6511 | |
| 8. WEIGHT (kg) | 38 | | 19. TELEPHONE NO. | N/A |
| 9. BLOOD TYPE | B | | 20. MOBILE NO. | 09264496420 |
| 10. GSIS ID NO. | N/A | | 21. E-MAIL ADDRESS (if any) | dya.vivero@gmail.com |
| 11. PAG-IBIG ID NO. | 121319758058 | | | |
| 12. PHILHEALTH NO. | 132505761913 | | | |
| 13. SSS NO. | 06-4574956-4 | | | |
| 14. TIN NO. | 628-851-644-000 | | | |
| 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 | NAME EXTENSION (JR., SR.) N/A | 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 | VIVERO | | | |
| FIRST NAME | JOSE | NAME EXTENSION (JR., SR.) N/A | | |
| MIDDLE NAME | MEDINO | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | APILAR | | | |
| FIRST NAME | ANGELINA | | | |
| MIDDLE NAME | GALOLA | | (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) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|---------------------------|---|---|----------------------|------|--------------------------------------|----------------|---------------------------------------|
| | | | From | To | | | |
| ELEMENTARY | JAVIER CENTRAL SCHOOL | BASIC EDUCATION | 2006 | 2012 | GRADUATE | 2012 | 4TH HIGHEST HONORS |
| SECONDARY | JAVIER NATIONAL HIGH SCHOOL | BASIC EDUCATION | 2012 | 2018 | GRADUATE | 2018 | WITH HIGHEST HONORS |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES | BACHELOR OF SCIENCE IN ACCOUNTANCY | 2018 | 2022 | GRADUATE | 2022 | CHEER WITH DISTINCTION |
| GRADUATE STUDIES | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|---------------|
| SIGNATURE |  | DATE | JUNE 10, 2024 |
|-----------|---|------|---------------|

IV. CIVIL SERVICE ELIGIBILITY T3349 AT 00 14002379

[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)

| | |
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| SIGNATURE | |
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DATE _____

JUNE 10, 2024

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|--|---------------------------------|------------|-----------------|---------------------------|
| | | From | To | | |
| | NATIONAL SERVICE TRAINING PROGRAM - CIVIC WELFARE TRAINING SERVICE | 03/11/2019 | 03/11/2019 | 8 | OUTREACH PROGRAM |
| | ST. MICHAEL BUS CORPORATION | 01/16/2022 | 01/16/2022 | 8 | RELIEF OPERATION |
| | ST. MICHAEL THE ARCHANGEL PARISH JAVIER YOUTH | 05/01/2017 | 08/18/2018 | 40 | YOUTH COORDINATOR |
| | | | | | |
| | | | | | |
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(Continue on separate sheet if necessary)

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

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)


| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
|-----|--|---|------------|-----------------|---|--|
| | | From | To | | | |
| | QUICKBOOKS ONLINE SOLUTIONS - BEGINNER SKILLS | 04/11/2024 | 04/11/2024 | 0.5 | NON-TECHNICAL | INTUIT |
| | QUICKBOOKS ONLINE SOLUTIONS - INTERMEDIATE SKILLS | 04/19/2024 | 04/19/2024 | 1.0 | NON-TECHNICAL | INTUIT |
| | LAW ON COOPERATIVES | 08/07/2022 | 08/07/2022 | 1.0 | NON-TECHNICAL | REAL EXCELLENCE ONLINE |
| | AUDIT OF INVESTMENTS | 08/07/2022 | 08/07/2022 | 1.0 | NON-TECHNICAL | REAL EXCELLENCE ONLINE |
| | FINANCIAL PERSPECTIVE VARIANCE ANALYSIS | 04/21/2022 | 04/21/2023 | 1.0 | NON-TECHNICAL | REAL EXCELLENCE ONLINE |
| | SELECT TAX ISSUES NEEDING ACADEMIC OR PRACTICAL CONSENSUS | 04/21/2022 | 04/21/2023 | 1.0 | NON-TECHNICAL | REAL EXCELLENCE ONLINE |
| | POST-EMPLOYMENT BENEFITS | 03/21/2022 | 03/21/2023 | 1.0 | NON-TECHNICAL | REAL EXCELLENCE ONLINE |
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|----------------------------|--|-----|---|
| | SOFTSKILL: COMMUNICATION | DORELCO LEADERSHIP AWARD | | JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS SPSPS CHAPTER |
| | READING | | | NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS MEMBER |
| | PLAYING MUSICAL INSTRUMENT | | | MEMBER OF THE INSTITUTE OF CERTIFIED BOOKKEEPERS |
| | | | | |
| | | | | |
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(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|---------------|
| SIGNATURE |  | DATE | JUNE 10, 2024 |
|-----------|---|------|---------------|

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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: RESIGNATION DUE TO RELOCATION

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. |
|--------------------|-------------------------------|-------------|
| RANILO CORSIGA JR. | BRGY. COMATIN JAVIER, LEYTE | 09055390948 |
| BRYAN JACOSALEM | BRGY. PINOCAWAN JAVIER, LEYTE | 09277357897 |
| JUNRY VITUALLA | MAHAPLAG, LEYTE | 09353032732 |

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.



DTA ANGELICA A. VENERO

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

Government Issued ID: PHILIPPINE IDENTIFICATION CARD

ID/License/Passport No.: 4679-2375-4815-9701

Date/Place of Issuance: 18 JUNE 2022 / JAVIER, LEYTE

Signature (Sign inside the box)

JUNE 10, 2024

Date Accomplished



Right Thumbmark

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

Person Administering Oath