

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	DAMAYO			
FIRST NAME	MAY			
MIDDLE NAME	GUINO			
3. DATE OF BIRTH (mm/dd/yyyy)	8/31/1992	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	<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:			
7. HEIGHT (m)	1.58 M	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A MAS-IN Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541	
8. WEIGHT (kg)	78 KG		ZIP CODE	
9. BLOOD TYPE	O+		18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A MAS-IN Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
10. GSIS ID NO.	N/A			ZIP CODE
11. PAG-IBIG ID NO.	121203843686			
12. PHILHEALTH NO.	130252026402			
13. SSS NO.	0635060567	19. TELEPHONE NO.	N/A	
14. TIN NO.	773317506	20. MOBILE NO.	09557482969	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	damayomay31@gmail.com	

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	
MIDDLE NAME	N/A		N/A	
OCCUPATION	NA		N/A	
EMPLOYER/BUSINESS NAME	N/A		N/A	
BUSINESS ADDRESS	N/A		N/A	
TELEPHONE NO.	N/A		N/A	
24. FATHER'S SURNAME	DAMAYO			
FIRST NAME	RONELITO	SR.		
MIDDLE NAME	TUGONON			
25. MOTHER'S MAIDEN NAME				
SURNAME	GUINO			
FIRST NAME	LILIBETH			
MIDDLE NAME	AMOLONG		(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
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			From	To	(If not graduated)		RECEIVED
ELEMENTARY	MAS-IN ELEMENTARY SCHOOL	N/A	N/A	N/A	N/A	2004	FAST ACHIEVER
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	N/A	N/A	N/A	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	N/A	N/A	N/A	2022	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		July 13, 2024		

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.

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	3/1/2024	6/30/2024	OFFICE CLERK	CITY GENERAL AND SERVICES DEPARTMENT	6,000.00		JOB ORDER	
	8/8/2022	9/30/2023	ACCOUNTS PAYABLE CLERK	ONYATA TRADING CORPORATION	11050.00	N/A	REGULAR	N/A
	2/20/2017	8/1/2017	SALES AGENT	GLOBE - ORMOC	8000.00	N/A	REGULAR	N/A
	4/16/2015	2/11/2017	ENCODER/CASHIER	JAJAVI LENDING CORPORATION	7500.00	N/A	REGULAR	N/A

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 13, 2024
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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		
	VISAYAS STATE UNIVERSITY WOMEN'S BASKETBALL TEAM	8/22/2023	present	N/A	HEAD COACH
	TAU GAMMA PHI - TAU GAMMA SIGMA GRAND FRATERNITY AND SORORITY (VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE)	8/8/2017	present	N/A	MEMBER & FORMER PRESIDENT
	TAU GAMMA PHI - TAU GAMMA SIGMA GRAND FRATERNITY AND SORORITY (BRGY. MAS-IN, ORMOG CITY, LEYTE)	3/2/2020	present	N/A	ORGANIZER
	COMMISSION ON YOUTH (OUR LADY OF THE MOST HOLY ROSARY PARISH, BRGY. CURVA, ORMOG CITY)	4/17/2006	7/30/2021	N/A	MEMBER & FORMER COMMISSION ON YOUTH COORDINATOR
	SOCIETY OF AGRIBUSINESS STUDENTS (VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE)	6/8/2017	8/8/2022	N/A	MEMBER & FORMER PUBLIC RELATION OFFICER

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	DRIVING		N/A		TAU GAMMA PHI - TAU GAMMA SIGMA GRAND FRATERNITY AND SORORITY
	LEADERSHIP SKILLS				COMMISSION ON YOUTH
	COMMUNICATOR				SOCIETY OF AGRIUBUSINESS STUDENTS
	MUSICAL INCLINED				
	MANAGRMENT SKILLS				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 13, 2024
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>														
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>														
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: 08-3738-068-0003426</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>														
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MICHAEL DOMINICK GARRIDO</td> <td>VSU, BAYBAY CITY</td> <td>N/A</td> </tr> <tr> <td>ANNIE PARMIS</td> <td>VSU, BAYBAY CITY</td> <td>N/A</td> </tr> <tr> <td>EDILBERTO ARTIGA JR. III</td> <td>VSU, BAYBAY CITY</td> <td>N/A</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MICHAEL DOMINICK GARRIDO	VSU, BAYBAY CITY	N/A	ANNIE PARMIS	VSU, BAYBAY CITY	N/A	EDILBERTO ARTIGA JR. III	VSU, BAYBAY CITY	N/A		
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<p>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.</p>															
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<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>PHOTO</p> </div> <div style="text-align: center;"> <p>Right Thumbmark</p> </div> </div>															
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 100px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>															