

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	ALMADEN		
FIRST NAME	EDMON	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LOPEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	7/15/1992	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	PALO, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Real House/Block/Lot No. Street 56 Subdivision/Village Barangay Tacloban LEYTE City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6500
8. WEIGHT (kg)	54		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	ZONE 1 House/Block/Lot No. Street CASTILLA Subdivision/Village Barangay PALO LEYTE City/Municipality Province
10. GSIS ID NO.	2005316525	ZIP CODE	6501
11. PAG-IBIG ID NO.	121151121810		
12. PHILHEALTH NO.	130501751414		
13. SSS NO.	637093354	19. TELEPHONE NO.	N/A
14. TIN NO.	474-714-923	20. MOBILE NO.	09361410369/ 09385066832
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	almadenedmon@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		NAME EXTENSION (JR., SR)	N/A	NA
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ALMADEN			
FIRST NAME	LODOVICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PULGA			
25. MOTHER'S MAIDEN NAME	LILIA JAVA LOPEZ			
SURNAME	LOPEZ			
FIRST NAME	LILIA			
MIDDLE NAME	JAVA		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (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	CASTILLA ELEM. SCHOOL	PRIMARY EDUCATION	JUN. 1999	MAR. 2004		2004	WITH HONORS
SECONDARY	ANAHAWAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	JUN. 2004	MAR 2011		2011	HON. MENTION
VOCATIONAL /	N/A	NA	NA	NA	NA	NA	NA
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES (SAINT PAUL SCHOOL OF BUSINESS AND LAW)	BS IN ACCOUNTING TECHNOLOGY	JUN 2011	MAR 2015		2015	WORKING SCHOLAR/ CUMLAUDE
COLLEGE	ACLC COLLEGE OF TACLOBAN	BS IN ACCOUNTANCY	JUN 2017	DEC 2020		2020	
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN MANAGEMENT	AUG 2018	DEC 2021		2022	

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
HONOR GRADUATE ELIGIBILITY (P.D. NO. 907)/ CAREER SERVICE PROFESSIONAL	NA	NA	CIVIL SERVICE COMMISSION	100108150213	MAR 20, 2015
CERTIFIED FINANCIAL MANAGEMENT PROFESSIONAL (CFMP)	94.0	NOV 8, 2021	INSTITUTE OF FINANCIAL MANAGEMENT, UK	210023	NOV 8, 2021
CERTIFIED BOOKKEEPER (CB)	87.0	APR 10, 2022	PHILIPPINE INSTITUTE OF CERTIFIED ACCOUNTING TECHNOLOGISTS	2205-351285	MAY 5, 2022
DIPLOMA IN TAXATION (DIT)		APR 24, 2022	PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIANS	00830	MAY 16, 2022
BOOKKEEPING NATIONAL CERTIFICATE III	95.0	JUN 21, 2023	SLESI-TESDA ASSESSMENT CENTER	BKP230837158 000204	JUN 21, 2023
INSURANCE COMMISSION OF THE PHILS- VARIABLE/ INVESTMENT	84.0	APR 22, 2017	TACLOBAN CITY	31316	MAY 29, 2017

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<i>SIGNATURE</i>		<i>DATE</i>	
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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		NUMBER OF HOURS	POSITION / NATURE OF WORK	
	From	To			
N/A	NA	NA	NA	NA	
(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		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
SESSIONS OF THE 16TH LEYTE BUSINESS MONTH	NOV 15,2022	NOV 16,2022	16.0	TECHNICAL	Philippine Chamber of Commerce -Tacloban
Educators Strategic Plan for 21st Century Learners	AUG 31,2022	SEP 2,2022	24.0	TECHNICAL	ACLC COLLEGE TACLOBAN
5-day Capability Training for Trainers on Trainers Methodology 1 Focusing on the Certificate of Competency (COC 1)	AUG 8,2022	AUG 12,2022	40.0	TECHNICAL	ACLC COLLEGE TACLOBAN/ TESDA REGION 8
ANTI-MONEY LAUNDERING E-TRAINING	NOV 17,2020	NOV 17,2020	4.0	TECHNICAL	DEVELOPMENT BANK OF THE PHILIPPINES
PARTICIPATING IN WORKPLACE COMMUNICATION	MAR 26,2020	MAR 26,2020	3.0	TECHNICAL	TESDA-ONLINE COURSE
RECEIVING AND RESPONDING Responding TO WORKPLACE COMMUNICATION	MAR 22,2020	MAR 22,2020	3.0	TECHNICAL	TESDA-ONLINE COURSE
ORIENTING ONESELF TO ENVIRONMENTALLY SUSTAINABLE WORK STANDARDS	MAR 22,2020	MAR 22,2020	3.0	TECHNICAL	TESDA-ONLINE COURSE
EXERCISING SUSTAINABLE DEVELOPMENT IN THE WORKPLACE	MAR 22,2020	MAR 22,2020	3.0	TECHNICAL	TESDA-ONLINE COURSE
INTRODUCTION TO FRONT OFFICE SERVICES	MAR 21,2020	MAR 21,2020	3.0	TECHNICAL	TESDA-ONLINE COURSE
STAR ONLINE TRAINING PROGRAM	MAR 21,2020	MAR 21,2020	3.0	TECHNICAL	TESDA-ONLINE COURSE
LAWS AND RULES ON GOVERNMENT EXPENDITURES	OCT 23, 2018	OCT 26, 2018	32.0	TECHNICAL	COMMISSION ON AUDIT
GOVERNMENT PROCUREMENT REFORM ACT (RA 9184)	SEP 19, 2018	SEP 21, 2018	24.0	TECHNICAL	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS
BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON- ACCOUNTANTS	SEP 12, 2018	SEP 14, 2018	24.0	TECHNICAL	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS
IMPLEMENTATION OF THE USE OF GOVERNMENT ACCOUNTING MANUAL FOR NATIONAL GOVERNMENT AGENCIES	AUG 13, 2018	AUG 17, 2018	40.0	TECHNICAL	COMMISSION ON AUDIT
PHILIPPINE PUBLIC SECTOR ACCOUNTING STANDARDS AND THE REVISED CHART OF ACCOUNTS-NATIONAL	JUL 9, 2018	JUL 13, 2018	40.0	TECHNICAL	COMMISSION ON AUDIT
CULTURE BUILDING AND WORK ATTITUDE ENHANCEMENT WORKSHOP	MAY 2, 2018	MAY 4, 2018	3.0	TECHNICAL	EASTERN VISAYAS REGIONAL MEDICAL CENTER
STRESS DEBRIEFING FOR EVRMC EMPLOYEES	APR 28, 2018	APR 28, 2018	8.0	TECHNICAL	EASTERN VISAYAS REGIONAL MEDICAL CENTER
ENHANCING WORK ATTITUDE FOR HEALTH CARE WORKERS TOWARDS CUSTOMER DELIGHT	OCT 19, 2017	OCT 20, 2017	16.0	TECHNICAL	EASTERN VISAYAS REGIONAL MEDICAL CENTER
(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)			
PLAYING VOLLEYBALL	EXCELLENCE IN TEACHING (1ST SEM, SY 2021-2022)	INSTITUTE OF FINANCIAL MANAGEMENT, UK			
PLAYING BADMINTON	QUICK STARTER (FINANCIAL ADVISOR)	INTERNATIONAL FEDERATION OF PROFESSIONAL MANAGERS, UK			
BUSINESS TALKS	SILVER AWARDEE-CASE COUNT (FINANCIAL ADVISOR)	ROYAL INSTITUTION SINGAPORE			
	BRONZE AWARDEE-CASE COUNTS (FINANCIAL ADVISOR)	ROYAL INSTITUTE OF ACCOUNTANTS			
	CAO CHALLENGE TAIPEI, TAIWAN QUALIFIER (FINANCIAL ADVISOR)	PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIANS			
	CAO CHALLENGE SAIGON, VIETNAM QUALIFIER (FINANCIAL ADVISOR)	PHILIPPINE INSTITUTE OF CERTIFIED ACCOUNTING TECHNOLOGISTS			
	STUDENT ASSISTANT MEDAL OF MERIT AWARDEE	LIFE UNDERWRITERS ASSOCIATION OF THE PHILIPPINES			
(Continue on separate sheet if necessary)					
SIGNATURE		DATE			

<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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)? <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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>b. Have you been criminally charged before any court? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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? <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? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: RESIGNATION/END OF CONTRACT</p>													
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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? <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? <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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p>b. Are you a person with disability? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p>c. Are you a solo parent? <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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MELCHOR D. LANTAJA, MM, CPA, CFMP</td> <td>PALO, LEYTE</td> <td>09164063028</td> </tr> <tr> <td>SHARMAINE A. SANTOS, EUH</td> <td>TANAUAN, LEYTE</td> <td>09278536631</td> </tr> <tr> <td>MELVIN Y. MARAYA, CPA, MM, CFMP</td> <td>PALO, LEYTE</td> <td>09166667939</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MELCHOR D. LANTAJA, MM, CPA, CFMP	PALO, LEYTE	09164063028	SHARMAINE A. SANTOS, EUH	TANAUAN, LEYTE	09278536631	MELVIN Y. MARAYA, CPA, MM, CFMP	PALO, LEYTE	09166667939
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MELVIN Y. MARAYA, CPA, MM, CFMP	PALO, LEYTE	09166667939											
<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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: UMID ID</p> <p>ID/License/Passport No.: 0111-5787988-2</p> <p>Date/Place of Issuance: DECEMBER 2016 AT TACLOBAN CITY</p>	<p>Signature (Sign inside the box)</p> <p>Date Accomplished</p>	<p>PHOTO</p> <p>Right Thumbmark</p>											
<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: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													