

## 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	MONTES		
FIRST NAME	DIANA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TOCO		
3. DATE OF BIRTH (mm/dd/yyyy)	08 / 28 / 1996	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, 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 checked="" type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	718 M.L. QUEZON ST., COR. M.H. DEL PILAR ST. House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.4478	ZIP CODE	6521
8. WEIGHT (kg)	33		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	718 M.L. QUEZON ST., COR. M.H. DEL PILAR ST. House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6521
11. PAG-IBIG ID NO.	1212 - 4912 - 4708		
12. PHILHEALTH NO.	13 - 025516851 - 8		
13. SSS NO.	06 - 4282399 - 1	19. TELEPHONE NO.	(053) 563 - 9530
14. TIN NO.	751 - 884 - 125	20. MOBILE NO.	0939 102 1529 / 0936 953 6869
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	stephenmontes012345@gmail.com

## II. FAMILY BACKGROUND

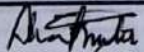
22. SPOUSE'S SURNAME	NOT APPLICABLE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	MONTES			
FIRST NAME	DANICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CANDINATO			
25. MOTHER'S MAIDEN NAME				
SURNAME	TOCO			
FIRST NAME	ESMERALDA			
MIDDLE NAME	BORLEO			

(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	GRACE CHRISTIAN SCHOOL	ELEMENTARY	2000	2009		2009	1ST HONORABLE MENTION
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY	2009	2013		2013	WITH HONORS
VOCATIONAL / TRADE COURSE	NOT APPLICABLE						
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	BS IN ACCOUNTANCY AND BS IN ACCOUNTING TECHNOLOGY	2013	2018		2018	CHED
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT IN BUSINESS MANAGEMENT	2021	PRESENT	12	NOT APPLICABLE	NOT APPLICABLE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 13, 2022
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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
CAREER SERVICE ELIGIBLE - PROFESSIONAL	82.59%	OCTOBER 18, 2015	TACLOBAN CITY, LEYTE		
CAT LEVEL 1 - CERTIFIED BOOKKEEPER	CREDIT	DECEMBER 04, 2021	BAYBAY CITY, LEYTE (ONLINE)		

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

(Continue on separate sheet // necessary)

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NAME & ADDRESS OF ORGANIZATION (Print in full)	INCLUDE DATES (month/year)		NUMBER OF HOURS	POSITION/NATURE OF ROLE
	From	To		
JUNIOR INSITUTE OF ACCOUNTING TECHNICIANS - SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES CHAPTER, PALO, LEYTE	2017	2018	NOT APPLICABLE	MEMBER
SENIOR CLASS ORGANIZATION - SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES, PALO, LEYTE	2017	2018	NOT APPLICABLE	MEMBER
JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS - SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES CHAPTER, PALO, LEYTE	2013	2018	NOT APPLICABLE	MEMBER

20. LEARNING AND DEVELOPMENT (LEAD) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED (Continue on separate sheet if necessary)					
TITLE OF LEARNING AND DEVELOPMENT INTERVENTION/ TRAINING PROGRAMS (Print in full)	INCLUDE DATES OF ATTENDANCE (month/year)		NUMBER OF HOURS	Type of ID (Managerial/Supervisory/Technician)	CONDUCTED BY/ORGANIZED BY (Print in full)
	From	To			
COLLEGE OF MANAGEMENT AND ECONOMICS FACULTY AND STAFF CONSULTATION ON THE IMPLEMENTATION OF THE LIMITED FACE-TO-FACE CLASSES FOR ALL PROGRAMS	12/03/2021	12/03/2021	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
INSPIRING CURIOSITY, COMMUNICATION, AND CREATIVITY IN THE YOUNG LEARNER CLASSROOM	09/29/2021	09/29/2021	1.0	TECHNICAL	NATIONAL GEOGRAPHIC LEARNING
KEEPING IT REAL - TIPS AND TECHNIQUES FOR TEACHING SPEAKING	09/16/2021	09/16/2021	1.0	TECHNICAL	NATIONAL GEOGRAPHIC LEARNING
COLLEGE OF MANAGEMENT AND ECONOMICS ORIENTATION 2021	08/25/2021	08/25/2021	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
VISAYAS STATE UNIVERSITY GRADUATE SCHOOL ONBOARDING FOR FACULTY AND STUDENTS	08/24/2021	08/24/2021	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
WORKSHOP ON MOODLE GRADEBOOK SETUP AND GRADING MECHANICS	08/02/2021	08/02/2021	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
ENHANCING E-LEARNING THROUGH THE USE OF OBS STUDIO AND EXCEL QM APPLICATIONS	05/31/2021	05/31/2021	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
TURNITIN INSTRUCTOR'S WORKFLOW TRAINING	05/31/2021	05/31/2021	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
PRE-EMPLOYMENT SEMINAR	03/19/2018	03/19/2018	4.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
TAXATION: A LECTURE SERIES	03/17/2017	03/17/2017	8.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
REGULATORY FRAMEWORK FOR BUSINESS TRANSACTIONS	03/09/2017	03/09/2017	8.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
CIVIL SERVICE ORIENTATION	01/08/2017	01/08/2017	4.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
ENGLISH ONLY PLEASE: A BASIC COMMUNICATION SEMINAR	07/13/2016	07/13/2016	4.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
HOW TO BE NUMBER ONE	07/14/2015	07/14/2015	4.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES

21. OTHER INFORMATION		
21. SPECIAL SKILLS AND HOBBIES	22. NON-ACADEMIC DISTINCTIONS/ RECOGNITION (Print in full)	23. MEMBERSHIP IN ASSOCIATE ORGANIZATION (Print in full)
ENGLISH FLUENCY AND BUSINESS CORRESPONDENCE PROFICIENCY	NOT APPLICABLE	INSTITUTE OF CERTIFIED BOOKKEEPERS OF UNITED KINGDOM
SOFTWARE LITERACY (QUICKBOOKS, XERO ACCOUNTING)		NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS
CORPORATE FINANCE		
DATA ANALYSIS, CRITICAL THINKING, AND ATTENTION TO DETAIL		
LEADERSHIP AND TEAMWORK		
KNOWLEDGE OF ACCOUNTING AND REGULATORY STANDARDS		
ENTHUSIASM FOR LEARNING AND FURTHER TRAINING		
SIGNATURE	DATE	JANUARY 13, 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?

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 COVID-19 PANDEMIC, FINISHED CONTRACT

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.
MARILOU E. MALQUISTO	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES, PALO, LEYTE	0977 002 1928
AHNCESSA I. TUMAMPOS	SISON CORILLO PARONE AND COMPANY, FUENTE OSMENA ST., CEBU CITY, CEBU	254 - 5469
ANGELITA L. PARADERO	VISAYAS STATE UNIVERSITY DEPARTMENT OF BUSINESS AND MANAGEMENT, VISCA, BAYBAY CITY, LEYTE	(053) 565 - 0600

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: CIVIL SERVICE COMMISSION ELIGIBILITY CARD

ID/License/Passport No.: 2008151003841801

Date/Place of Issuance: NOVEMBER 26, 2015 - TACLOBAN CITY, LEYTE

Signature (Sign inside the box)

*Marilou E. Malquist*

JANUARY 13, 2022

Date Accomplished



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

Person Administering Oath