

## 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.

T. 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	BAYDAY CITY, 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	718 M.L. QUEZON ST., COR. M.H. DEL PILAR ST. House/Block/Lot No. Street DOMINGO C. VELAZO Subdivision/Village Barangay BAYDAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.45 m	ZIP CODE	6521
8. WEIGHT (kg)	73 kgs		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	718 M.L. QUEZON ST., COR. M.H. DEL PILAR ST. House/Block/Lot No. Street DOMINGO C. VELAZO Subdivision/Village Barangay BAYDAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	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.	(059) 563 - 9530
14. TIN NO.	751 - 884 - 125	20. MOBILE NO.	0939 102 1529 / 0936 9536 869
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	stephenmontes012345@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	N/A
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	1 <sup>st</sup> MAGNANIMOUS MENTION
SECONDARY	VIKAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2009	2013		2013	WITH HONORS
VOCATIONAL / TRADE COURSE							
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	ACCOUNTANCY ACCOUNTING TECHNOLOGY	2013 SUMMER 2013	2018 SUMMER 2018		2018	CAED
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	NOVEMBER 12, 2020
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## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

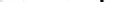
(Continue on separate sheet if necessary)

### V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

(Continued on separate sheet if necessary)			
SIGNATURE		DATE	NOVEMBER 12, 2020

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

[illegible]

(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)

[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)
ENGLISH - PROFICIENT		
COMPUTER - LITERATE		
ACCOUNTING USING QUICKBOOKS		
ACCOUNTING USING XERO		
EXTERNAL AND INTERNAL AUDIT		
FACILITATION OF GOVERNMENT PERMITS		
HANDLING OF BANK SOURCE DOCUMENTS		

(Continue on separate sheet if necessary)

SIGNATURE	<i>Raymond</i>	DATE	NOVEMBER 12, 2020
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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

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	09770021928
A.ELENA D. DICO	LANDBANK OF THE PHILIPPINES, A. BONIFACIO ST., BAYBAY CITY, LEYTE	(053) 563-9218
HAROLD M. MORI	SISON CORILLO PARQUE AND COMPANY, FUENTE OLIVEA ST., CEBU CITY, CEBU	254-5469

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: PHILHEALTH

ID/License/Passport No.: 130255168518

Date/Place of Issuance: BAYBAY CITY, LEYTE

*[Signature]*

Signature (Sign inside the box)

NOVEMBER 12, 2020

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