

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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.

Pr Print legibly. Tick appropriate boxes ☐ 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	MALAYO		
FIRST NAME	LYN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	AGULLO		
3. DATE OF BIRTH (mm/dd/yyyy)	6/2/1971	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	DULAG, 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 type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street 175 SITIO TUYUAN BRGY. MERVILLE Subdivision/Village Barangay PARANAQUE METRO MANILA City/Municipality Province
7. HEIGHT (m)	5'1"	ZIP CODE	1700
8. WEIGHT (kg)	60KG	18. PERMANENT ADDRESS	B21 LOT13 23RD STREET House/Block/Lot No. Street LEGIAN 2 SOUTH BRGY. CARADANG BAGO Subdivision/Village Barangay IMUS CAVITE City/Municipality Province
9. BLOOD TYPE	A	ZIP CODE	4103
10. GSIS ID NO.	2001144871	19. TELEPHONE NO.	
11. PAG-IBIG ID NO.	1210-6592-0250	20. MOBILE NO.	9452278503
12. PHILHEALTH NO.	02-000219720-1	21. E-MAIL ADDRESS (if any)	lagpotfar@gmail.com
3. SSS NO.	N/A		
14. TIN NO.	211-963-155		
15 15. AGENCY EMPLOYEE NO.	00710405		

II. FAMILY BACKGROUND

22 SPOUSE'S SURNAME	MALAYO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MAXIMINO	NAME EXTENSION (JR., SR)	MARY LYN AGULLO MALAYO	10/12/1992
MIDDLE NAME	CORTEZ		DAVE AGULLO MALAYO	8/18/1994
OCCUPATION			EUNICE AGULLO MALAYO	1/11/1996
EMPLOYER/BUSINESS NAME	N/A		DEN MICHAEL AGULLO MALAYO	10/26/2002
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	AGULLO			6/23/1932
FIRST NAME	EDILBERTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ABRENIO			
25 MOTHER'S MAIDEN NAME				
SURNAME	BASAS			1/27/1934
FIRST NAME	FROCTOUSA			
MIDDLE NAME	ESTRELLA		(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	SAN JOSE CENTRAL SCHOOL	PRIMARY EDUCATION	1977	1983	GRADUATE	1983	N/A
SECONDARY	DULAG NATIONAL HIGH SCHOOL, DULAG, LEYTE	HIGH SCHOOL	1983	1987	GRADUATE	1987	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DIVINE WORD UNIVERSITY, TACLOBAN CITY	SECRETARIAL	1987	1990	GRADUATE	1990	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	6/2/23	CS FORM 212 (Revised 2017), Page 1 of 4
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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)

SIGNATURE	
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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			
	N/A	N/A	N/A	N/A	N/A	
(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			
	NATIONAL CONVENTION OF THE PHILIPPINE ASSOCIATION OF COURT EMPLOYEES	2/22/2023	2/24/2023	24 HOURS	TECHNICAL	JCCAP,ZAMBOANGA CITY
	CONVENTION AND SEMINAR OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES	2/19/2020	2/21/2020	24 HOURS	TECHNICAL	JCCAP, PUERTO PRINCESA CITY, PALAWAN
	E-COURT USER'S TRAINING COURSE	3/14/2016	3/18/2016	40 HOURS	TECHNICAL	USA INTERNATIONAL DEVELOPMENT, MAKATI CITY HALL, MAKATI CITY
	CONVENTION AND SEMINAR OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES	2/22/2016	2/24/2016	24 HOURS	TECHNICAL	JACOPHIL, NAGA CITY
	CONVENTIONN AND SEMINAR OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES	6/4/2014	6/6/2014	24 HOURS	TECHNICAL	JACOPHIL, ILOILO CITY
	CONVENTION AND SEMINAR OF THE JUDICIARY ASSOCIATION OF CLERKS OF THE PHILIPPINES	12/4/2012	12/6/2012	24 HOURS	TECHNICAL	JCCAP, BAGUIO CITY
	NATIONAL CONVENTION OF THE PHILIPPINE ASSOCIATION OF COURT EMPLOYEES	12/3/2008	12/5/2008	24 HOURS	TECHNICAL	PACE, PASAY CITY
	VALUES ORIENTATION WORKSHOP (VOW)	2/21/2001	2/23/2001	24 HOURS	TECHNICAL	CITY GOVERNMENT OF MAKATI
(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)	
	ENCODING AND FILING DOCUMENTS		N/A		N/A	
	WATCHING MOVIES					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	June 2, 2023	
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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?

b. Have you been criminally charged before any court?

☐ YES☒ NO

☐ 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:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

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

☐ YES☒ NO

If YES, give details:

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:
Are you a member of any indigenous group?

Are you a person with disability?

Are you a solo parent?

☐ YES☒ NO

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
TREVOR MONTOJO	OCC-MTC, PARANAQUE CITY	9178660679
PATRICK D.V. CALAUNAN	BPLO, PARANAQUE CITY HALL, PARANAQUE CITY	9178765328
THELMA H. DULAY	METROPOLITAN TRIAL COURT, PARANAQUE CITY	9205718280

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: UNIFIED MULTI-PURPOSE ID

ID/License/Passport No.: CRN-006-0053-4488-8

Date/Place of Issuance: PASAY CITY

Imalaya

Signature (Sign inside the box)

June 2, 2023

Date Accomplished

SUBSCRIBED AND SWORN to before me this

JUN 0 2 2023

, affiant exhibiting his/her validly issued government ID as indicated above.

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SERIES OF 2023

ATTY. FRANCE LEONOR R. ESPIRITU
Public Attorney II
Pursuant to RA 9405
Person Administering Oath

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