

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 (☐ if 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	OLLERAS		NAME EXTENSION (JR., SR)
FIRST NAME	MERZETH BLAIRE		
MIDDLE NAME	BALEOS		
3. DATE OF BIRTH (mm/dd/yyyy)	06/08/1994	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	☒ by birth ☐ by naturalization Pls. indicate country.
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	CARABAO
		House/Block/Lot No.	Street
		Subdivision/Village	HIBUNAWAN
		BAYBAY CITY	Barangay
		City/Municipality	LEYTE
7. HEIGHT (m)	1.60		Province
8. WEIGHT (kg)	52	ZIP CODE	6521
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	CARABAO
10. GSIS ID NO.	2005478352		Street
11. PAG-IBIG ID NO.	1211-8878-8555		HIBUNAWAN
			Barangay
PHILHEALTH NO.	13-050189645-5		LEYTE
			Province
13. SSS NO.	06-3902158-6	19. TELEPHONE NO.	NONE
14. TIN NO.	492-849-537	20. MOBILE NO.	0968-549-7942
15. AGENCY EMPLOYEE NO.	18K0025	21. E-MAIL ADDRESS (if any)	blairebaleos@yahoo.com / blairebaleos@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	OLLERAS		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANDY	NAME EXTENSION (JR., SR)	REIGNETTE KARA B. OLLERAS	09/22/2020
MIDDLE NAME	TEROL		TANIA KEIGHLEY B. OLLERAS	11/25/2023
OCCUPATION	CIVIL ENGINEER			
EMPLOYER/BUSINESS NAME	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS-FIFTH DEO			
BUSINESS ADDRESS	BRGY. HIPUSNGO, BAYBAY CITY, LEYTE			
TELEPHONE NO.	(053) 335-2503			
4. FATHER'S SURNAME	BALEOS			
FIRST NAME	JULIAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BALDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANAGBANAG			
FIRST NAME	PORFERIA			
MIDDLE NAME	GUINOCOR			

(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	BAYBAY I NORTH CENTRAL SCHOOL		2000	2006		2006	WITH HONORS
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, INC.		2006	2010		2010	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES (formerly SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.)	BACHELOR OF SCIENCE IN ACCOUNTANCY	2010	2015		2015	CUM LAUDE
POST-GRADUATE	VISAYAS STATE UNIVERSITY	MASTERS IN MANAGEMENT MAJOR IN MANAGEMENT	2016	2017	12 units		

(Continue on separate sheet if necessary)

SIGNATURE	DATE	02/06/25
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(Continue on separate sheet if necessary)			
SIGNATURE	<i>proben</i>	DATE	02/06/25

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS									
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	N/A	N/A	N/A	N/A
		From	To						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED (Continue on separate sheet if necessary)									
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/ TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)	From	To	NUMBER OF HOURS	TYPE OF L&D INTERVENTION (Managerial / Supervisory / Technical)	CONDUCTED / SPONSORED BY (Write in full)		
	"UPDATES ON PAG-IBIG CONTRIBUTIONS AND ITS BENEFITS", "UNDERSTANDING THE APPLICATION OF EXPANDING AND FINAL WITHHOLDING TAXES" AND "THE GOVERNMENT THREATS AND DIRECTION IN ENSURING FULL FINANCIAL RISK PROTECTION"	4/15/24			8	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)		
	REFRESHER COURSE ON SUPPLY AND PROPERTY MANAGEMENT	3/21/24			16	Technical	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - REGIONAL OFFICE VIII		
	ANNUAL CONVENTION-SEMINAR OF THE ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP), INC.	10-19-22			24	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)		
	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP), INC. TECHNICAL SEMINAR ON ePAYMENT and eCOLLECTION	6-16-22			8	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)		
	ANNUAL CONVENTION-SEMINAR OF THE ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP), INC.	10/20/2021			24	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)		
	GOVERNMENT FINANCIAL MANAGEMENT INNOVATORS CIRCLE (GFMIC) 2021 WEBINAR SERIES II (REVISED CHART OF ACCOUNTS FOR GOVERNMENT AGENCIES)	04/27/2021			4	Technical	GOVERNMENT FINANCIAL MANAGEMENT INNOVATORS CIRCLE (GFMIC)		
	IMPLEMENTATION TRAINING OF COAS ENGAS & EBUDGET VERSION 2.1 (UAS/Prex Complaint Version)	8/13/2018			48	Technical	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - REGIONAL OFFICE VIII		
	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA) 72nd ANNUAL NATIONAL CONVENTION	11/22/2017			31	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA)		
	ANNUAL CONVENTION-SEMINAR OF THE ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP), INC.	10/18/2017			29	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES (AGAP)		
	IT TRAINING ON WINDOWS 8 AND MS OFFICE 2013, OVERVIEW AND UPDATES	05/11/2016			24	Technical	LEYTE FIFTH DISTRICT ENGINEERING OFFICE, BAYBAY CITY, LEYTE		
	SEMINAR ON PUBLIC ACCOUNTABILITY AND ANTI-GRAFT AND CORRUPT PRACTICES ACT	05/06/2016			8	Managerial	LEYTE FIFTH DISTRICT ENGINEERING OFFICE, BAYBAY CITY, LEYTE		
	THE EMPOWERED GRADUATES: A SEMINAR SERIES	03/04/2015			8	Managerial	SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.		
	ADVANCED ACCOUNTING UPDATES	02/14/2015			8	Technical	JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS		
	BUSINESS POLICY AND STRATEGY FORMULATION	01/24/2015			8	Managerial	SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.		
	PFRS UPDATES	08/24/2014			8	Technical	JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS		
	UPDATES ON PHILIPPINE STANDARDS ON AUDITING, BOARD OF ACCOUNTANCY UPDATES & NEW CODE OF ETHICS	08/23/2014			8	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS		
	TAXATION UPDATES FOR PROFESSIONAL	07/25/2014			8	Technical	SAINT PAUL SCHOOL OF BUSINESS AND LAW, INC.		
	SEMINAR ON REPUBLIC ACT NO. 7394: "THE CONSUMER ACT OF THE PHILIPPINES"	02/16/2014			8	Technical	DEPARTMENT OF TRADE & INDUSTRY		
VIII. OTHER INFORMATION (Continue on separate sheet if necessary)									
31	SPECIAL SKILLS AND HOBBIES	N/A							
32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	N/A							
33	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	N/A							
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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			
	CASCADING OF (1) CLEANSING AND RECONCILIATION OF PROPERTY, PLANT AND EQUIPMENT (PPE) ACCOUNT BALANCES AND RECORDS OF GOVERNMENT AGENCIES; AND (2) LAWS, RULES AND REGULATION ON THE APPRAISAL AND DISPOSAL OF GOVERNMENT PROPERTIES	9/17/24	9/18/24	16	Technical	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - REGIONAL OFFICE VIII
	BATAS PAMBANSA 344 (ACCESSIBILITY LAW)	08/01/24	08/02/24	16	Technical	DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - LEYTE 5TH DEO
	TAX UPDATES FOR ASSURANCE SERVICES	07/02/24	07/02/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	EXPANDED WITHHOLDING TAX COMPLIANCE: CONCEPTS AND COMMON ISSUES	07/01/24	07/01/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	COMPREHENSIVE UNDERSTANDING AND APPLICATION ON VALUE-ADDED TAX	06/27/24	06/27/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	UNDERSTANDING AND KEY POINTERS IN PREPARATION OF THE SYSTEM OF QUALITY MANAGEMENT (SQM)	06/26/24	06/26/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	UNDERSTANDING ISQM ON DIFFERENT LEVELS	06/25/24	06/25/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	OVERVIEW OF OPERATIONS AND TAX COMPLIANCE FOR GOLF OR RESORT CLUBS AND OTHER SOCIAL MEMBERSHIP-BASED ORGANIZATIONS	06/15/24	06/15/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	REAL ESTATE MANAGEMENT SKILLS FOR CPAS AND CORPORATE ENTITIES: MAXIMIZING YOUR REAL ESTATE INCOME POTENTIALS	06/13/24	06/13/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	INTERNAL CONTROL SYSTEM FOR COOPERATIVES	06/10/24	06/10/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	APPLICATION AND COMMON ERRORS ON THE USE OF THE COMPUTERIZED ACCOUNTING SYSTEMS AND/OR COMPONENTS THEREOF/LOOSE-LEAF BOOK OF ACCOUNTS	06/09/24	06/09/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	EMPLOYEE COMPENSATION AND BENEFITS AND ITS TAX COMPLIANCE	06/08/24	06/08/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	BIR EXAMINATIONS: THEIR PROCEDURES, PUR DEFENSES	06/07/24	06/07/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	BEYOND NUMBERS: ENHANCING YOUR BUSINESS COMMUNICATION SKILLS AND WRITING	06/05/24	06/05/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	ACCOUNTING FOR RETIREMENT BENEFIT OBLIGATIONS UNDER FULL PFRS AND PRFS FOR SME	06/04/24	06/04/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	PHILIPPINE FINANCIAL REPORTING FRAMEWORK FOR COOPERATIVES WITH UPDATES	06/03/24	06/03/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	APPLICATION AND UPDATES ON THE TRANSFER PRICING RULES AND TAXATION	06/02/24	06/02/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	UNDERSTANDING TAXABLE AND EXEMPT INCOME FOR CORPORATE INCOME TAX COMPLIANCE	06/01/24	06/01/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	IMPACT ON SUSTAINABILITY REPORTING TO THE PRACTICE OF ACCOUNTANCY	5/31/24	05/31/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	RECENT UPDATES AND COMMON ISSUES ON PHILIPPINE QUALIFICATION FRAMEWORK	5/30/24	5/30/24	4	Technical	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
SIGNATURE				DATE	02/06/25	

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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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ 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: _____

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.
AIZA A. MADUM, CPA	BAYBAY CITY, LEYTE	0920-681-3469
ENGR. ARVIN JAY B. SANCHEZ	BAYBAY CITY, LEYTE	0998-089-7874
RONAN F. GLORIA, CPA	BAYBAY CITY, LEYTE	0917-140-0941

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.



PHOTO



Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PRC ID**

ID/License/Passport No.: **0164981**

Date/Place of Issuance: **10/27/2015 TACLOBAN CITY**

Signature (Sign inside the box)

02/06/25

Date Accomplished

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

MARC LOUIS B. SAMPILO

Person Administering Oath