

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	Mazo			
FIRST NAME	Crisanto	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Ababat			
3. DATE OF BIRTH (mm/dd/yyyy)	06/13/1963	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	San Agustin Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.00	ZIP CODE	House/Block/Lot No. Street Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
8. WEIGHT (kg)	1.00		6521	
9. BLOOD TYPE	A-		18. PERMANENT ADDRESS	
10. GSIS ID NO.	63061302249		ZIP CODE	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
11. PAG-IBIG ID NO.	170000254858			
12. PHILHEALTH NO.	130000156907			
13. SSS NO.	N/A	19. TELEPHONE NO.		N/A
14. TIN NO.	116625572	20. MOBILE NO.	926-230-8484	
15. AGENCY EMPLOYEE NO.	V00330	21. E-MAIL ADDRESS (if any)	crisanto.mazo@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Borela		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Marino	NAME EXTENSION (JR., SR)	Maricris B. Mazo	10/26/1987
MIDDLE NAME	Polido		Christian B. Mazo	12/19/1988
OCCUPATION	Housewife		Crisilda B. Mazo	06/06/1993
EMPLOYER/BUSINESS NAME			Crisanto Jr. B. Mazo	10/09/2005
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Mazo			
FIRST NAME	Eutiquio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Nuñez			
25. MOTHER'S MAIDEN NAME	Amparita Oquias Ababat			
SURNAME	Ababat			
FIRST NAME	Amparita			
MIDDLE NAME	Oquias		(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 Agustin Elementary School	Elementary	1971	1977	Graduated	1977	N/A
SECONDARY	Experimental Rural High School	High School	1978	1982	Graduated	1982	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/16/2023
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IV. CIVIL SERVICE ELIGIBILITY

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
	N/A	N/A	N/A	N/A	N/A	N/A

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023		Administrative Assistant I	Visayas State University	18,907.00	7-3	Permanent	Y
01/01/2022		Administrative Assistant I	Visayas State University	18,176.00	7-3	Permanent	Y
01/01/2022		Administrative Assistant I	Visayas State University	18,176.00	7-3	Permanent	Y
05/01/2021		Administrative Assistant I	Visayas State University	17,444.00	7-3	Permanent	Y
01/01/2021		Administrative Assistant I	Visayas State University	17,311.00	7-2	Permanent	Y
01/01/2020		Administrative Assistant I	Visayas State University	16,585.00	7-2	Permanent	Y
01/01/2019		Administrative Assistant I	Visayas State University	15,859.00	7-2	Permanent	Y
05/01/2018	12/31/2018	Administrative Assistant I	Visayas State University	15,380.00	7-2	Permanent	Y
01/01/2018	04/30/2018	Administrative Assistant I	Visayas State University	15,254.00	7-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Assistant I	Visayas State University	14,785.00	7-1	Permanent	Y
01/01/2016	12/31/2016	Administrative Assistant I	Visayas State University	14,331.00	7-1	Permanent	Y
05/01/2015	12/31/2015	Administrative Assistant I	Visayas State University	13,890.00	-	Permanent	Y
07/01/2013	04/30/2015	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
06/01/2012	06/30/2013	Administrative Aide I	Visayas State University	9,365.00	-	Permanent	Y
12/06/2011	05/31/2012	Administrative Aide I	Visayas State University	8,721.00	-	Permanent	Y
06/01/2011	12/05/2011	Administrative Aide I	Visayas State University	8,610.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide I	Visayas State University	7,947.00	-	Permanent	Y
07/01/2009	06/23/2010	Administrative Aide I	Visayas State University	7,285.00	-	Permanent	Y
12/06/2008	06/30/2009	Administrative Aide I	Visayas State University	6,622.00	-	Permanent	Y
07/01/2008	12/05/2008	Administrative Aide I	Visayas State University	6,460.00	-	Permanent	Y
07/01/2007	06/30/2008	Administrative Aide I	Visayas State University	5,873.00	-	Permanent	Y
12/06/2005	06/30/2007	Administrative Aide I	Leyte State University	5,339.00	-	Permanent	Y
12/01/2004	12/05/2005	Administrative Aide I	Leyte State University	5,209.00	-	Permanent	Y
12/06/2002	11/30/2004	Utility Worker I	Leyte State University	5,209.00	-	Permanent	Y
07/01/2001	12/05/2002	Utility Worker I	Visayas College of Agriculture	5,082.00	-	Permanent	Y
01/01/2000	06/30/2001	Utility Worker I	Visayas College of Agriculture	4,840.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/16/2023
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V. WORK EXPERIENCE								
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format*00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	12/06/1999	12/31/1999	Utility Worker I	Visayas College of Agriculture	4,400.00	-	Permanent	Y
	01/01/1999	12/05/1999	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1998	12/31/1998	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1997	12/31/1997	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	07/01/1996	12/31/1996	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1996	06/30/1996	Utility Worker I	Visayas College of Agriculture	200.00	-	Casual	Y
	01/01/1995	12/31/1995	Utility Worker I	Visayas College of Agriculture	172.73	-	Casual	Y
	01/01/1994	12/31/1994	Utility Worker I	Visayas College of Agriculture	127.26	-	Casual	Y
	01/01/1993		Utility Worker I		0.00	-	Casual	Y
	01/01/1993	12/31/1993	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	01/01/1991	12/31/1992	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	07/01/1989	12/31/1990	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	12/14/1987	06/30/1989	Library Aide	Visayas College of Agriculture	32.85	-	Casual	Y
	03/01/1987	12/13/1987	Library Aide	Visayas College of Agriculture	22.90	-	Casual	Y
	07/01/1986	02/28/1987	Library Aide	Visayas College of Agriculture	19.90	-	Casual	Y
	03/16/1985	06/30/1986	Library Aide	Visayas College of Agriculture	18.10	-	Casual	Y
	01/01/1985	03/15/1985	Utilityman	Visayas College of Agriculture	18.10	-	Casual	Y
	05/01/1984	12/31/1984	Utilityman	Visayas College of Agriculture	16.45	-	Casual	Y
	08/01/1983	08/31/1983	Painter Aide	Visayas College of Agriculture	14.95	-	Casual	Y
	07/07/1983	07/31/1983	Electrician Aide	Visayas College of Agriculture	14.95	-	Casual	Y
	04/02/1983	04/15/1983	Laborer	Visayas College of Agriculture	14.95	-	Casual	Y
	01/17/1983	04/30/1984	Utilityman	Visayas College of Agriculture	14.95	-	Casual	Y
	12/15/1982	03/31/1983	Laborer	Visayas College of Agriculture	14.95	-	Casual	Y
	08/23/1982	12/07/1982	Laborer	Visayas College of Agriculture	14.95	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	03/16/2023			

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		
	Kabalikat Civicom Baybay City	05/01/2018	03/02/2023	1	Action Officer and Communicator

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[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)
Volleyball & Driving	N/A	Kabalikat Civicom

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/16/2023
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<div>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)?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>														
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>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?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>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?</div>			<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>														
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>														
<div>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? b. Are you a person with disability? c. Are you a solo parent?</div>			<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>														
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>						NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.															
<div>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.</div>			<div><div><div>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div> </div><div>Right Thumbmark</div></div></div>														
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: DL</div><div>ID/License/Passport No.: H1215001648</div><div>Date/Place of Issuance: 06/01/2022 / Baybay City</div></div>		<div><div> </div><div>Signature (Sign inside the box)</div><div>03/16/2023</div><div>Date Accomplished</div></div>		<div> </div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div> </div><div>Person Administering Oath</div></div>																	