

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	Montajes			
FIRST NAME	Carlos	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Bagarinao			
3. DATE OF BIRTH (mm/dd/yyyy)	05/01/1967	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	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	812 Purok Ilang Ilang House/Block/Lot No. Street Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
7. HEIGHT (m)	1.54	ZIP CODE	6521	
8. WEIGHT (kg)	65.00			
9. BLOOD TYPE	A-		18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	006010262133		ZIP CODE	
11. PAG-IBIG ID NO.	170000269509			
12. PHILHEALTH NO.	130000157318			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	140031667	20. MOBILE NO.	965-092-3821	
15. AGENCY EMPLOYEE NO.	V00634	21. E-MAIL ADDRESS (if any)	carlos.montajes@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Montajes		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Mirasol	NAME EXTENSION (JR., SR)	Miraluz Bulpa Montajes	12/13/1995
MIDDLE NAME	Bulpa		Marlou Bulpa Montajes	02/02/1997
OCCUPATION	Housewife		Mica Rose Bulpa Montajes	03/19/2001
EMPLOYER/BUSINESS NAME			Mariel Bulpa Montajes	04/29/2006
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Montajes			
FIRST NAME	Ismael	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Abalora			
25. MOTHER'S MAIDEN NAME	Bagarinao			
SURNAME	Montajes			
FIRST NAME	Regina			
MIDDLE NAME	Saclapus		(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	1975	1980		1980	N/A
SECONDARY	Bunga National High School	High School Undergraduate	1981	1984	2nd Year	1984	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2023
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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
	Non-Professional Driver's License		N/A	N/A	H12-14-001709	05/01/2032

(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 Aide I	Visayas State University	13,329.00	1-4	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	12,834.00	1-4	Permanent	Y
01/01/2021		Administrative Aide I	Visayas State University	12,339.00	1-4	Permanent	Y
11/01/2020		Administrative Aide I	Visayas State University	11,843.00	1-4	Permanent	Y
01/01/2020	11/01/2020	Administrative Aide I	Visayas State University	11,745.00	1-3	Permanent	Y
01/01/2019		Administrative Aide I	Visayas State University	11,254.00	1-3	Permanent	Y
01/01/2019		Administrative Aide I	Visayas State University	11,254.00	1-3	Permanent	Y
01/01/2019		Administrative Aide I	Visayas State University	11,254.00	1-3	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide I	Visayas State University	10,695.00	1-3	Permanent	Y
12/01/2017	12/31/2017	Administrative Aide I	Visayas State University	10,165.00	1-3	Permanent	Y
01/01/2017	11/01/2017	Administrative Aide I	Visayas State University	10,072.00	1-2	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide I	Visayas State University	9,568.00	1-2	Permanent	Y
11/02/2014	12/31/2015	Administrative Aide I	Visayas State University	9,090.00	-	Permanent	Y
06/01/2012	11/01/2014	Administrative Aide I	Visayas State University	9,000.00	-	Permanent	Y
11/02/2011	05/31/2012	Administrative Aide I	Visayas State University	8,287.00	-	Permanent	Y
01/01/2011	11/01/2011	Administrative Aide I	Visayas State University	344.32	-	Casual	Y
01/01/2010	12/31/2010	Administrative Aide I	Visayas State University	311.91	-	Casual	Y
07/01/2008	12/31/2009	Administrative Aide I	Visayas State University	279.50	-	Casual	Y
07/01/2007	06/30/2008	Administrative Aide I	Visayas State University	254.09	-	Casual	Y
03/01/2004	06/30/2007	Administrative Aide I	Leyte State University	231.00	-	Casual	Y
01/01/2004	02/29/2004	Utility Worker I	Leyte State University	231.00	-	Casual	Y
01/01/2003	12/31/2003	Utility Worker I	Leyte State University	231.00	-	Casual	Y
01/01/2002	12/31/2002	Utility Worker I	Leyte State University	231.00	-	Casual	Y
07/01/2001	12/31/2001	Utility Worker I	Visayas College of Agriculture	231.00	-	Casual	Y
01/01/2001	06/30/2001	Utility Worker I	Visayas College of Agriculture	220.00	-	Casual	Y
01/01/2000	12/31/2000	Utility Worker I	Visayas College of Agriculture	220.00	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/21/2023
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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						
	01/01/1999	12/31/1999	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
	01/01/1996	12/31/1996	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	Laborer I	Visayas College of Agriculture	127.26	-	Casual	Y
	01/01/1993	12/31/1993	Laborer I	Visayas College of Agriculture	90.90	-	Casual	Y
	01/01/1992	12/31/1992	Laborer I	Visayas College of Agriculture	90.90	-	Casual	Y
	12/12/1991	12/31/1991	Utility Worker I	Visayas College of Agriculture	90.90	-	Casual	Y
	07/01/1985	02/22/1985	Laborer	Visayas College of Agriculture	18.10	-	Casual	Y
	05/21/1984	12/31/1984	Laborer	Visayas College of Agriculture	16.45	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	03/21/2023			

## 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		
	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)*

[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

[illegible]

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	03/21/2023
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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,</div> <div>a. within the third degree?</div> <div>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> <div>If YES, give details:</div> <div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?</div> <div>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></div> <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:</div><div>Date Filed: <div></div></div><div>Status of Case/s: <div></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></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></div>												
<div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</div> <div>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><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details:</div><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></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:</div> <div>a. Are you a member of any indigenous group?</div> <div>b. Are you a person with disability?</div> <div>c. Are you a solo parent?</div>		<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify:</div><div></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> <div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No</div><div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Jannet C. Bencure</td><td>VSU, Visca, Baybay City, Leyte</td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Jannet C. Bencure	VSU, Visca, Baybay City, Leyte							
NAME	ADDRESS	TEL. NO.												
Jannet C. Bencure	VSU, Visca, Baybay City, Leyte													
<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)</div><div>With full and handwritten name tag and signature over printed name</div><div>Computer generated or photocopied picture is not acceptable</div></div><div>PHOTO</div><div></div><div>Right Thumbmark</div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: N/A</div><div>ID/License/Passport No.: N/A</div><div>Date/Place of Issuance: N/A</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>03/21/2023</div><div>Date Accomplished</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>Person Administering Oath</div>														