

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	Geraldo		
FIRST NAME	Mona Nena	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Bestudio		
3. DATE OF BIRTH (mm/dd/yyyy)	11/04/1986	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	M.L QUEZON House/Block/Lot No. Street Poblacion Zone 8 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	M.L QUEZON House/Block/Lot No. Street Poblacion Zone 8 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	60.00		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121175915190		
12. PHILHEALTH NO.	N/A	ZIP CODE	6521
13. SSS NO.	N/A	19. TELEPHONE NO.	(1
14. TIN NO.	N/A	20. MOBILE NO.	935-946-8586
15. AGENCY EMPLOYEE NO.	V01209	21. E-MAIL ADDRESS (if any)	monanena.geraldo@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Geraldo		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Arian Wen	NAME EXTENSION (JR., SR)	ATHENA CHARLOTTE BESTUDIO GERALDO	03/21/2004
MIDDLE NAME	Resano			
OCCUPATION	OFW			
EMPLOYER/BUSINESS NAME	HIWIN Corp.			
BUSINESS ADDRESS	Taichung Taiwan			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BESTUDIO			
FIRST NAME	MARFELITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	AUTIDA			
25. MOTHER'S MAIDEN NAME	NENA CABALLES CALA			
SURNAME	BESTUDIO			
FIRST NAME	NENA			
MIDDLE NAME	CALA		(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 II South Central School	Elementary	1993	1999		1999	N/A
SECONDARY	Baybay National High School	High School	1999	2003		2003	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2003	2015		2015	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/04/2024
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/04/2024
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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			
	AGAP TECHNICAL SEMINAR	10/18/2023	10/21/2023	32	Technical	Association of Government Accountants of the Philippines
	ACCOUNTING FOR NON-ACCOUNTANTS	09/11/2023	09/14/2023	32	Technical	Commission on Audit Region VIII
	Frontliners and Excellent Customer Service	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Law and Rules on Governance Expenditures (LARGE)	09/13/2022	09/16/2022	32	Technical	Commission on Audit Region VIII
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR	04/07/2022	04/07/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

(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)
	Budgeting		N/A		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	Driving Motorcycle				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/04/2024
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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 If YES, give details: _____														
			☐ 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: Resigned														
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 If YES, give details: _____														
			☐ 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? b. Are you a person with disability? c. Are you a solo parent?			☐ YES☒ NO If YES, please specify: _____ ☐ YES☒ NO If YES, please specify ID No _____ ☐ YES☒ NO If YES, please specify ID No _____														
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>LOUELLA C. AMPAC</td><td>ODF BAYBAY CITY, LEYTE</td><td>1061</td></tr><tr><td>ALICIA M. FLORES</td><td>BUDGET BAYBAY CITY, LEYTE</td><td>1009</td></tr><tr><td></td><td></td><td></td></tr></table>						NAME	ADDRESS	TEL. NO.	LOUELLA C. AMPAC	ODF BAYBAY CITY, LEYTE	1061	ALICIA M. FLORES	BUDGET BAYBAY CITY, LEYTE	1009			
NAME	ADDRESS	TEL. NO.															
LOUELLA C. AMPAC	ODF BAYBAY CITY, LEYTE	1061															
ALICIA M. FLORES	BUDGET BAYBAY CITY, LEYTE	1009															
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.			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 PHOTO														
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: DL ID/License/Passport No.: H1218002500 Date/Place of Issuance: 11/03/2022 / BAYBAY CITY, LEYTE Signature (Sign inside the box) 05/04/2024 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																	