

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.

Print legibly. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

CSID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

|                               |   |   |  |
|-------------------------------|---|---|--|
| 2. SURNAME                    | MENDOZA   |   |  |
| FIRST NAME                    | EDILBERTO   | N/A   |  |
| MIDDLE NAME                   | VILLAS  |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 02/23/1977  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | PALO, LBYTE   | 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                                     | House/Block/Lot No. Street 20NB 23<br>Subdivision/Village Barangay<br>City/Municipality BAY BAY Province LBYTE   |
| 7. HEIGHT (m)                 | 1.73 m  | ZIP CODE  | 6521   |
| 8. WEIGHT (kg)                | 74 kg   |   |  |
| 9. BLOOD TYPE                 | O   | 18. PERMANENT ADDRESS                                       | House/Block/Lot No. Street 20NB 23<br>Subdivision/Village Barangay<br>City/Municipality BAY BAY Province LBYTE   |
| 10. GSIS ID NO.               | 096-9017-6563-6   | ZIP CODE  | 6521   |
| 11. PAG-IBIG ID NO.           | 1700-9029-2103  |   |  |
| 12. PHILHEALTH NO.            | 13-990064173-2  |   |  |
| 13. SSS NO.                   | 06-1459409-6  | 19. TELEPHONE NO.   | NONE   |
| 14. TIN NO.                   | 937-634-384   | 20. MOBILE NO.  | 99268622338  |
| 15. AGENCY EMPLOYEE NO.       | V000837   | 21. E-MAIL ADDRESS (if any)                                 |  |

II. FAMILY BACKGROUND

|                          |                                |     |   |                            |
|--------------------------|--------------------------------|-----|---|----------------------------|
| 22. SPOUSE'S SURNAME     | MENDOZA                        |     | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | MARINA                         | N/A | EDILBERTO G. MENDOZA JR                             | 28/23/2009                 |
| MIDDLE NAME              | GULAYAN                        |     | WARRBA G. MENDOZA                                   | 10/04/2003                 |
| OCCUPATION               | PROCESS SERVER HTCC            |     | ANGEL MARIE G. MENDOZA                              | 10/19/2005                 |
| EMPLOYER/BUSINESS NAME   | MUNICIPAL TRIAL COURT IN CITEB |     |   |                            |
| BUSINESS ADDRESS         | BAY BAY CITY, LBYTE            |     |   |                            |
| TELEPHONE NO.            | 725-9127                       |     |   |                            |
| 24. FATHER'S SURNAME     | MENDOZA                        |     |   |                            |
| FIRST NAME               | PERNO                          | N/A |   |                            |
| MIDDLE NAME              | VERONA                         |     |   |                            |
| 25. MOTHER'S MAIDEN NAME | VILLAS                         |     |   |                            |
| SURNAME                  | MENDOZA                        |     |   |                            |
| FIRST NAME               | VERGENIA                       |     |   |                            |
| MIDDLE NAME              | ESSAR                          |     |   |                            |

(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                | NAGA-NAGA BLN. SCHOOL, PALO, LBYTE | Primary School                                | 1985                 | 1991 | Graduated                                      | 1991           | NONE                                  |
| SECONDARY                 | VAN VASQUIN NAT'L HIGH SCHOOL      | Secondary School                              | 1991                 | 1997 | Graduated                                      | 1997           | NONE                                  |
| VOCATIONAL / TRADE COURSE |                                    |   |                      |      |  |                |                                       |
| COLLEGE                   | PALOMPON INST. OF TECHNOLOGY       | BACHELOR OF SCIENCE MARINE TRANSPORTATION     | 1997                 | 2003 | Graduated                                      | 2003           | NONE                                  |
| GRADUATE STUDIES          |                                    |   |                      |      |  |                |                                       |

(Continue on separate sheet if necessary)

|           |  |      |               |
|-----------|--|------|---------------|
| SIGNATURE |  | DATE | June 30, 2020 |
|-----------|--|------|---------------|



[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

|           |   |      |               |
|-----------|---|------|---------------|
| SIGNATURE |  | DATE | June 30, 2020 |
|-----------|---|------|---------------|




[illegible]

**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]

#### VII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|--------------------------------|--|---|
| DRIVING                        | NONE   | ADP member  |
| PLAYING BASKETBALL             |  | Admiring five   |
|                                |  | personnel & BSSO  |
|                                |  |   |
|                                |  |   |
|                                |  |   |
|                                |  |   |

|           |   |      |               |
|-----------|---|------|---------------|
| SIGNATURE |  | DATE | June 30, 2020 |
|-----------|---|------|---------------|

June 30, 2020



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:  
\_\_\_\_\_  
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:  
a. Are you a member of any indigenous group?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES☒ NO

☐ YES☒ NO

☐ YES☒ NO

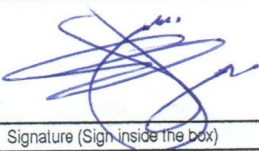
If YES, please specify:  
\_\_\_\_\_  
If YES, please specify ID No:  
\_\_\_\_\_  
If YES, please specify ID No:  
\_\_\_\_\_

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

| NAME                       | ADDRESS            | TEL. NO.     |
|----------------------------|--------------------|--------------|
| PROF. ROSALDO A. VERA      | LAPAZ CITY         | 092-97081982 |
| HON. MR. CLAUDIO FELICIANO | MT. C. C. BAY CITY | 335-2499     |
| ATTY. GLORESA GUINOCOR     | BAY CITY           |              |


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: DRIVER'S LICENSE  
ID/License/Passport No. 012-07-000003  
Date/Place of Issuance: 02/11/2019 BAY CITY

  
Signature (Sign inside the box)

Date Accomplished

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

  
Right Thumbmark

SUBSCRIBED AND SWORN to before me this June 30, 2020, affiant exhibiting his/her validly issued government ID as indicated above.

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BOOK NO. 46  
SERIES OF 200

ATTY. STEPHEN JAY TAMPADONG  
PUBLIC ATTORNEY  
RESIDENT TO P.A. 9406

Person Administering Oath

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