

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 | GARRIDO | | |
| FIRST NAME | MICHAEL DOMINIC | N/A | |
| MIDDLE NAME | MADREDIJO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 3/8/1992 | 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 | MACROHON, SOUTHERN LEYTE | If holder of dual citizenship, please indicate the details. | |
| 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 | N/A House/Block/Lot No. Street N/A GABAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 1.68 | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 72.5 | | |
| 9. BLOOD TYPE | O | 18. PERMANENT ADDRESS | N/A ESTRELLA House/Block/Lot No. Street N/A ILIHAN Subdivision/Village Barangay MACROHON SOUTHERN LEYTE City/Municipality Province |
| 10. GSIS ID NO. | N/A | ZIP CODE | 6601 |
| 11. PAG-IBIG ID NO. | N/A | | |
| 12. PHILHEALTH NO. | N/A | 19. TELEPHONE NO. | N/A |
| 13. SSS NO. | N/A | 20. MOBILE NO. | 09268544808 |
| 14. TIN NO. | 729-331-460 | 21. E-MAIL ADDRESS (if any) | macdomz003@gmail.com |
| 15. AGENCY EMPLOYEE NO. | N/A | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|----------------------------|-----|---|----------------------------|
| 22. SPOUSE'S SURNAME | QUEIPO | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | LOUISE ADELINE | N/A | ALEXIS DOMINIQUE Q. GARRIDO | 1/10/2015 |
| MIDDLE NAME | ALANDRA | | | |
| OCCUPATION | STUDENT | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | GARRIDO | | | |
| FIRST NAME | ROMMEL | N/A | | |
| MIDDLE NAME | TRIPOLI | | | |
| 25. MOTHER'S MAIDEN NAME | MARIETTA ZAPANTA MADREDIJO | | | |
| SURNAME | MADREDIJO | | | |
| FIRST NAME | MARIETTA | | | |
| MIDDLE NAME | ZAPANTA | | (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 | ICHON ELEMENTARY SCHOOL | PRIMARY EDUCATION | 6/1/1998 | 3/26/2004 | N/A | 2004 | 5TH HONORABLE MENTION |
| SECONDARY | ICHON NATIONAL HIGH SCHOOL | SECONDARY EDUCATION | 6/7/2004 | 3/27/2008 | N/A | 2008 | N/A |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | VISAYAS STATE UNIVERSITY | BACHELOR OF ANIMAL SCIENCE | 6/9/2008 | 5/30/2012 | | 2012 | N/A |
| GRADUATE STUDIES | VISAYAS STATE UNIVERSITY | MASTER OF SCIENCE IN ANIMAL SCIENCE | 11/10/2014 | 6/15/2018 | N/A | 2018 | CHED K12 SCHOLAR |

| | | | |
|-----------|--|------|------------|
| SIGNATURE | | DATE | 01/18/2019 |
|-----------|--|------|------------|

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|--------------------------------|--|---|
| PLAYING SEPAK TAKRAW | N/A | SOCIETY OF ANIMAL SCIENCE STUDENT(Visayas State University) |
| PLAYING GUITAR | | VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION |
| COOKING | | GAMMA SIGMA SCORPIONS MAGENTA CHAPTER, VISAYAS STATE UNIVERSITY, VISCA BAYBAY CITY, LEYTE |
| DRAWING | | |
| | | |
| | | |
| | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|-------------------------|------|----------------|
| SIGNATURE | <i>[Signature]</i> H.D. | DATE | 01 / 18 / 2019 |
|-----------|-------------------------|------|----------------|

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:

End of Contract

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:

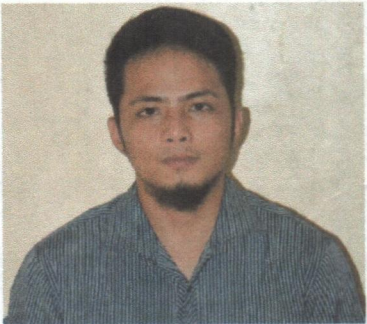
☐ YES☒ NO

If YES, please specify ID No:

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

| NAME | ADDRESS | TEL. NO. |
|------------------------|-------------------------------------|------------|
| DINAH M. ESPINA, Ph.D | Apt 9. Visca, Baybay City Leyte | 9173276763 |
| JULIUS V. ABELA, Ph.D | Visca, Baybay City, Leyte | 9208553990 |
| LOLITO C. BESTIL, Ph.D | Brgy. Guadalupe, Baybay City, Leyte | 9177052058 |

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: Voter's Id

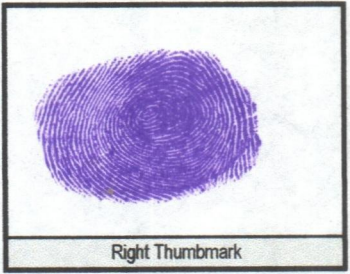
ID/License/Passport No.: 6408-0037A-C0892MMG10000

Date/Place of Issuance: MACROHON, SO. LEYTE

Signature (Sign inside the box)

01 / 18 / 2019

Date Accomplished



SUBSCRIBED AND SWORN to before me this JAN 23 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila

- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366

- Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 2, 2002 – February 10, 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible for performing administrative and technical tasks e.g., pre-screening of applicants, preparation of monthly report on accession and separation, report of

Attachment to CS Form No. 212

and monitoring of trainings conducted, responds to queries and performs other related functions.


MICHAEL DOMINIC M. GARRIDO

(Signature over Printed Name
of Employee/Applicant)

Date: 01/18/2019