

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.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MERCADO		
FIRST NAME	CLARA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PONCE		
3. DATE OF BIRTH (mm/dd/yyyy)	8/17/1965	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	Poblacion, Liloan Cebu	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	ZONE 5 UPPER STREET House/Block/Lot No. Street N/A GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	1.44"		
8. WEIGHT (kg)	68kls	ZIP CODE	
9. BLOOD TYPE	"A"	18. PERMANENT ADDRESS	ZONE 5 UPPER STREET House/Block/Lot No. Street N/A GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521-A
10. GSIS ID NO.	CM-3876118		
11. PAG-IBIG ID NO.	0801-08272508		
12. PHILHEALTH NO.	130000157075	ZIP CODE	
13. SSS NO.	N/A	19. TELEPHONE NO.	053-563-7197
14. TIN NO.	104-769-806	20. MOBILE NO.	0995-222-9616
15. AGENCY EMPLOYEE NO.	V00340	21. E-MAIL ADDRESS (if any)	aralc1965@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MERCADO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RUBEN JR.	NAME EXTENSION (JR., SR)	CHRISTIAN JOHN PONCE-MERCADO	11/27/1996
MIDDLE NAME	POLO			
OCCUPATION	AGRICULTURAL TECHNOLOGIST			
EMPLOYER/BUSINESS NAME	BUREAU OF FISHERIES/ CITY OF AGRICULTURE			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.	053-563-9582			
24. FATHER'S SURNAME	PONCE			
FIRST NAME	FELIPE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TAGALOG			
25. MOTHER'S MAIDEN NAME	JUGALBOT			
SURNAME	PONCE			
FIRST NAME	LEONCIE			
MIDDLE NAME	JUGALBOT			

(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	LILO-AN CENTRAL SCHOOL	PRIMARY EDUCATION	1972	1978	PRIMARY	1978	N/A
SECONDARY	SOUTHWESTERN UNIVERSITY	SECONDARY EDUCATION	1978	1982	SECONDARY	1982	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAN CARLOS UNIVERSITY	BACHELOR OF ARTS MAJOR IN ECONOMICS	1982	1986	ECONOMICS	1986	N/A
GRADUATE STUDIES	N/A	N/A			N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>CP Mercado</i>	DATE	APRIL 25, 2017
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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
MC #11.S 1996 DATA ENCODER	83.70%	12/06/1997	Tacloban City		

(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 '00-07') INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2017	PRESENT	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	14,221.00		PERMANENT	YES
01/01/2016	12/31/2016	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	13,759.00		PERMANENT	YES
01/01/2016		ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	13,312.00		PERMANENT	YES
01/01/2013	12/31/2015	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	13,180.00		PERMANENT	YES
06/01/2012	12/31/2012	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	13,050.00		PERMANENT	YES
06/01/2011	05/31/2012	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	12,146.00		PERMANENT	YES
06/24/2010	05/31/2011	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	11,242.00		PERMANENT	YES
07/01/2009	06/23/2010	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	10,338.00		PERMANENT	YES
07/01/2008	06/30/2009	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	9,434.00		PERMANENT	YES
05/17/2008	06/30/2008	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	8,576.00		PERMANENT	YES
07/01/2007	05/16/2008	ADMINISTRATIVE AIDE VI	VISAYAS STATE UNIVERSITY NATIONAL	8,367.00		PERMANENT	YES
12/1/2004	06/30/2007	ADMINISTRATIVE AIDE VI	LEYTE STATE UNIVERSITY NATIONAL	7,606.00		PERMANENT	YES
05/17/2004	11/30/2004	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	7,606.00		PERMANENT	YES
01/01/2002	05/16/2004	DATA ENTRY MACHINE OPERATOR I	LEYTE STATE UNIVERSITY NATIONAL	7,606.06		CASUAL	YES
07/01/2001	12/31/2001	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	7,606.06		CASUAL	YES
01/01/2000	06/30/2001	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	7,243.94		CASUAL	YES
01/01/1999	12/31/1999	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	6,585.04		CASUAL	YES
01/01/1998	12/31/1998	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	6,585.04		CASUAL	YES
11/1/1997	12/31/1997	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	6,585.04		CASUAL	YES
01/01/1997	10/31/1997	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	6,073.10		CASUAL	YES
01/01/1996	12/31/1996	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	5,272.96		CASUAL	YES
01/01/1995	12/31/1965	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	4,273.06		CASUAL	YES
01/01/1994	12/31/1994	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	3,272.72		CASUAL	YES
01/01/1992	12/31/1993	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	2,472.80		CASUAL	YES
01/01/1991	12/31/1991	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	2,472.80		CASUAL	YES
07/01/1989	12/31/1990	DATA ENTRY MACHINE OPERATOR I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	2,967.60		CONTRACTUAL	YES
03/01/1988	06/30/1989	ASSISTANT EDUCATIONAL RESEARCH I	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	1,366.90		CONTRACTUAL	YES
12/14/1987	02/29/1988	INPUT MACHINE OPERATOR	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	872.30		CASUAL	YES
03/01/1987	12/13/1987	INPUT MACHINE OPERATOR	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	652.30		CASUAL	YES
01/01/1987	02/28/1987	INPUT MACHINE OPERATOR	VISAYAS STATE COLLEGE OF AGRICULTURE NATIONAL	567.60		CASUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE	<i>C. Murrato</i>	DATE	APRIL 25, 2017
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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

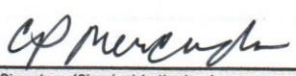
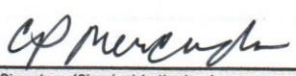
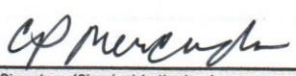



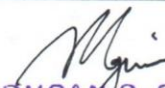
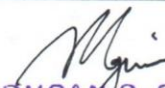
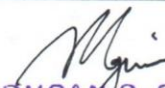
[illegible]

(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)
TENNIS	N/A	VSU-ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
VOLLEYBALL	N/A	VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE (VSUCC)
JOGGING	N/A	VISCA LAWN TENNIS ASSOCIATION (VILTEC)
BIKING	N/A	
COOKING	N/A	

(Continue on separate sheet if necessary)

SIGNATURE	<i>C. J. Mancuso</i>	DATE	APRIL 25, 2017
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:35%;">NAME</th><th style="width:35%;">ADDRESS</th><th style="width:30%;">TEL. NO.</th></tr></thead><tbody><tr><td>ELWIN JAY V. YU, M.D.</td><td>VISCA, BAYBAY CITY</td><td>9357882192</td></tr><tr><td>JOSEPHINE O. ZAFICO, M.D.</td><td>VISCA, BAYBAY CITY</td><td>9228435532</td></tr><tr><td>FAYE MASCARIÑAS</td><td>MMDC, VSU, VISCA, BAYBAY CITY</td><td>9194847878</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ELWIN JAY V. YU, M.D.	VISCA, BAYBAY CITY	9357882192	JOSEPHINE O. ZAFICO, M.D.	VISCA, BAYBAY CITY	9228435532	FAYE MASCARIÑAS	MMDC, VSU, VISCA, BAYBAY CITY	9194847878
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<p>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.</p>													
<table border="1" style="width:100%; border-collapse: collapse;"><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: DRIVERS LICENSE</td></tr><tr><td>ID/License/Passport No.: H03-99-032492</td></tr><tr><td>Date/Place of Issuance: 08/18/2016 BAYBAY CITY</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: DRIVERS LICENSE	ID/License/Passport No.: H03-99-032492	Date/Place of Issuance: 08/18/2016 BAYBAY CITY	<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="text-align: center;"> Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">APRIL 25, 2017</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>	 Signature (Sign inside the box)	APRIL 25, 2017	Date Accomplished				
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<p>SUBSCRIBED AND SWORN to before me this <u>APR 25 2017</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;"><table border="1" style="margin: auto;"><tr><td style="text-align: center;"> ATTY. RYSAN G. GUINOCOR NOTARY PUBLIC Person Administering Oath</td></tr></table><p>DTR 0193865 - BAYBAY/LEYTE - 4/12/17 IBP 1030624 - TAGLOBAN CITY - 12/19/16 MCLE COMP. NO. V-GUNP580-07/20/15 ROLL OF ATTORNEYS NO. 57467</p></div>		 ATTY. RYSAN G. GUINOCOR NOTARY PUBLIC Person Administering Oath											
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Right Thumbmark