

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	MONTES		
FIRST NAME	DIANA	NAME EXTENSION (JR, SR)	
MIDDLE NAME	TOCO		
3. DATE OF BIRTH (mm/dd/yyyy)	08 / 28 / 1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" 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.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	718 M.L. QUEZON ST., COR. M.H. DEL PILAR ST. House/Block/Lot No. Street ZONE 8 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.4478	ZIP CODE	6521
8. WEIGHT (kg)	33	18. PERMANENT ADDRESS	718 M.L. QUEZON ST., COR. M.H. DEL PILAR ST. House/Block/Lot No. Street ZONE 8 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.		19. TELEPHONE NO.	(053) 563 - 9530
11. PAG-IBIG ID NO.	1212 - 4912 - 4708	20. MOBILE NO.	0939 102 1529 / 0936 953 6869
12. PHILHEALTH NO.	13 - 025516851 - 8	21. E-MAIL ADDRESS (if any)	stephenmontes012345@gmail.com
13. SSS NO.	06 - 4282399 - 1		
14. TIN NO.	751 - 884 - 125		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

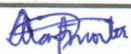
22. SPOUSE'S SURNAME	NOT APPLICABLE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR, SR)	NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME	NA		NOT APPLICABLE	NOT APPLICABLE
OCCUPATION	NA		NOT APPLICABLE	NOT APPLICABLE
EMPLOYER/BUSINESS NAME	NA		NOT APPLICABLE	NOT APPLICABLE
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	MONTES			
FIRST NAME	DANICO	NAME EXTENSION (JR, SR)		
MIDDLE NAME	CANDINATO			
25. MOTHER'S MAIDEN NAME				
SURNAME	TOCO			
FIRST NAME	ESMERALDA			
MIDDLE NAME	BORLEO			

(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	GRACE CHRISTIAN SCHOOL	ELEMENTARY	2000	2009		2009	1ST HONORABLE MENTION
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY	2009	2013		2013	WITH HONORS
VOCATIONAL / TRADE COURSE	NOT APPLICABLE	NOT APPLICABLE	NA	NA		NA	NA
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	BS IN ACCOUNTANCY AND BS IN ACCOUNTING TECHNOLOGY	2013	2018		2018	CHED
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT IN BUSINESS MANAGEMENT	2021	PRESENT	12	NOT APPLICABLE	NOT APPLICABLE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 14, 2022
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IV. CIVIL SERVICE ELIGIBILITY				LICENSE (if applicable)		
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	NUMBER	Date of Validity
					CAREER SERVICE ELIGIBLE - PROFESSIONAL	82.59%
CAT LEVEL 1 - CERTIFIED BOOKKEEPER	CREDIT	DECEMBER 04, 2021	BAYBAY CITY, LEYTE (ONLINE)			

V. WORK EXPERIENCE	
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[illegible]

SIGNATURE		DATE	JANUARY 14, 2022
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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		
JUNIOR INSTITUTE OF ACCOUNTING TECHNICIANS - SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES CHAPTER, PALO, LEYTE	2017	2018	NOT APPLICABLE	MEMBER
SENIOR CLASS ORGANIZATION - SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES, PALO, LEYTE	2017	2018	NOT APPLICABLE	MEMBER
JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS - SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES CHAPTER, PALO, LEYTE	2013	2018	NOT APPLICABLE	MEMBER

(Continue on separate sheet if necessary)

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


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			
COLLEGE OF MANAGEMENT AND ECONOMICS FACULTY AND STAFF CONSULTATION ON THE IMPLEMENTATION OF THE LIMITED FACE-TO-FACE CLASSES FOR ALL PROGRAMS	12/03/2021	12/03/2021	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
INSPIRING CURIOSITY, COMMUNICATION, AND CREATIVITY IN THE YOUNG LEARNER CLASSROOM	09/29/2021	09/29/2021	1.0	TECHNICAL	NATIONAL GEOGRAPHIC LEARNING
KEEPING IT REAL - TIPS AND TECHNIQUES FOR TEACHING SPEAKING	09/16/2021	09/16/2021	1.0	TECHNICAL	NATIONAL GEOGRAPHIC LEARNING
COLLEGE OF MANAGEMENT AND ECONOMICS ORIENTATION 2021	08/25/2021	08/25/2021	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
VISAYAS STATE UNIVERSITY GRADUATE SCHOOL ONBOARDING FOR FACULTY AND STUDENTS	08/24/2021	08/24/2021	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
WORKSHOP ON MOODLE GRADEBOOK SETUP AND GRADING MECHANICS	08/02/2021	08/02/2021	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
ENHANCING E-LEARNING THROUGH THE USE OF OBS STUDIO AND EXCEL QM APPLICATIONS	05/31/2021	05/31/2021	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
TURNITIN INSTRUCTOR'S WORKFLOW TRAINING	05/31/2021	05/31/2021	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
PRE-EMPLOYMENT SEMINAR	03/19/2018	03/19/2018	4.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
TAXATION: A LECTURE SERIES	03/17/2017	03/17/2017	8.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
REGULATORY FRAMEWORK FOR BUSINESS TRANSACTIONS	03/09/2017	03/09/2017	8.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
CIVIL SERVICE ORIENTATION	01/08/2017	01/08/2017	4.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
ENGLISH ONLY PLEASE: A BASIC COMMUNICATION SEMINAR	07/13/2016	07/13/2016	4.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
HOW TO BE NUMBER ONE	07/14/2015	07/14/2015	4.0	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES




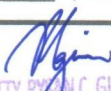


(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
ENGLISH FLUENCY AND BUSINESS CORRESPONDENCE PROFICIENCY	NOT APPLICABLE	INSTITUTE OF CERTIFIED BOOKKEEPERS OF UNITED KINGDOM
SOFTWARE LITERACY (QUICKBOOKS, XERO ACCOUNTING)		NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS
CORPORATE FINANCE		
DATA ANALYSIS, CRITICAL THINKING, AND ATTENTION TO DETAIL		
LEADERSHIP AND TEAMWORK		
KNOWLEDGE OF ACCOUNTING AND REGULATORY STANDARDS		
ENTHUSIASM FOR LEARNING AND FURTHER TRAINING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 14, 2022
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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 checked="" 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;"><u>RESIGNATION DUE TO COVID-19 PANDEMIC, FINISHED CONTRACT</u></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>MARILOU E. MALQUISTO</td> <td>SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES, PALO, LEYTE</td> <td>0977 002 1928</td> </tr> <tr> <td>AHNGESSA I. TUMAMPOS</td> <td>SISON CORILLO PARONE AND COMPANY, FUENTE OSMENA ST., CEBU CITY, CEBU</td> <td>254 - 5469</td> </tr> <tr> <td>ANGELITA L. PARADERO</td> <td>VISAYAS STATE UNIVERSITY DEPARTMENT OF BUSINESS AND MANAGEMENT, VISCA, BAYBAY CITY, LEYTE</td> <td>(053) 565 - 0600</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARILOU E. MALQUISTO	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES, PALO, LEYTE	0977 002 1928	AHNGESSA I. TUMAMPOS	SISON CORILLO PARONE AND COMPANY, FUENTE OSMENA ST., CEBU CITY, CEBU	254 - 5469	ANGELITA L. PARADERO	VISAYAS STATE UNIVERSITY DEPARTMENT OF BUSINESS AND MANAGEMENT, VISCA, BAYBAY CITY, LEYTE	(053) 565 - 0600
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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 colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>CIVIL SERVICE COMMISSION ELIGIBILITY CARD</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>2008151003841801</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>NOVEMBER 26, 2015 - TACLOBAN CITY, LEYTE</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:	CIVIL SERVICE COMMISSION ELIGIBILITY CARD	ID/License/Passport No.:	2008151003841801	Date/Place of Issuance:	NOVEMBER 26, 2015 - TACLOBAN CITY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) JANUARY 14, 2022 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) JANUARY 14, 2022 Date Accomplished	
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>SUBSCRIBED AND SWORN to before me this <u>17 JAN 2022</u>,</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath </div> </div> <div style="width: 45%; text-align: center;"> <p>affiant exhibiting his/her validly issued government ID as indicated above.</p> </div> </div>													
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>PHOTO</p>  </div> <div style="width: 45%;"> <p>Right Thumbmark</p>  </div> </div>													