

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.

I. PERSONAL INFORMATION

2. SURNAME	MENDOZA		
FIRST NAME	MA. MELISSA	NAME EXTENSION (JR, SR) N/A	
MIDDLE NAME	FLORES		
3. DATE OF BIRTH (mm/dd/yyyy)	5/16/1964	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	BAYBAY CITY, LEYTE	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	III-164 House/Block/Lot No. Street BRGY. GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.68	ZIP CODE	6521
8. WEIGHT (kg)	70	18. PERMANENT ADDRESS	III-164 House/Block/Lot No. Street BRGY. GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	A	ZIP CODE	6521
10. GSIS ID NO.	64051602470	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1700-0026-9455	20. MOBILE NO.	09331007832
12. PHILHEALTH NO.	13-000015704-0	21. E-MAIL ADDRESS (if any)	m_melissa64@yahoo.com
13. SSS NO.	N/A		
14. TIN NO.	116-624-484		
15. AGENCY EMPLOYEE NO.	V-000339		

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	RAY FILOMENO	ADRIAN LEMEUL F. MENDOZA	2/22/1999
MIDDLE NAME	TUPA	RAY JOSEPH F. MENDOZA	2/25/2000
OCCUPATION	GOVERNMENT EMPLOYEE	JULIO CESAR F. MENDOZA	7/23/2002
EMPLOYER/BUSINESS NAME	DPWH		
BUSINESS ADDRESS	BAYBAY CITY, LEYTE		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	FLORES (DECEASED)		
FIRST NAME	ROGELIO	SR	
MIDDLE NAME	LORETO		
25. MOTHER'S MAIDEN NAME	DAJAO		
SURNAME	FLORES		
FIRST NAME	PERLA		
MIDDLE NAME	JABINES	(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	PRIMARY EDUCATION	1970	1976	Graduated	1976	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGHSCHOOL	1976	1980	Graduated	1980	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A			N/A		N/A
COLLEGE	SOUTH WESTERN UNIVERSITY/ FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BSC-ACCOUNTING	1980 1982	1980 1982	Graduated	1985	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A		N/A

SIGNATURE	MA. MELISSA F. MENDOZA	DATE	April 24, 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
TESDA / CSC M.C # 11, S. 1996 (CATEGORY I)	82.43	June 02, 1999	Tacloban City	26080466	11/05/1999

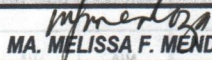
(Continue on separate sheet if necessary)

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 "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2016	PRESENT	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	12,591.00	04-5	PERMANENT	YES
03/01/2015	12/31/2015	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	11,635.00	04-1	PERMANENT	YES
06/01/2012	02/28/2015	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	11,519.00	04-1	PERMANENT	YES
03/01/2012	05/31/2012	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	10,626.00	04-1	PERMANENT	YES
06/01/2011	02/29/2012	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	10,626.00	03-1	PERMANENT	YES
06/24/2010	05/31/2011	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	9,848.00	04-3	PERMANENT	YES
07/01/2009	06/23/2010	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	9,069.00	04-2	PERMANENT	YES
03/01/2009	06/30/2009	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	8,290.00	-	PERMANENT	YES
07/01/2008	02/28/2009	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	8,087.00		PERMANENT	YES
07/01/2007	06/30/2008	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	7,352.00		PERMANENT	YES
03/01/2006	06/30/2007	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	6,684.00		PERMANENT	YES
02/01/2004	02/28/2006	ADMINISTRATIVE AIDE IV	VISAYAS STATE UNIVERSITY	6,522.00		PERMANENT	YES
03/01/2003	11/30/2004	REMO 11	LEYTE STATE UNIVERSITY	6,522.00		PERMANENT	YES
03/01/2002	02/28/2003	REMO 1	LEYTE STATE UNIVERSITY	5,678.00		PERMANENT	YES
07/01/2001	07/31/2002	REMO 1	VISCA	5,276.00		PERMANENT	YES
01/01/2000	06/30/2001	REMO 1	VISCA	4,796.00		PERMANENT	YES
03/01/1999	12/31/1999	REMO 1	VISCA	5,228.08		PERMANENT	YES
01/01/1999	07/31/1999	CLERK 1	VISCA	5,228.08		CASUAL	YES
01/01/1998	12/31/1998	CLERK 1	VISCA	5,228.08		CASUAL	YES
01/01/1996	12/31/1996	CLERK 1	VISCA	4,955.94		CASUAL	YES
01/01/1995	12/31/1995	CLERK 1	VISCA	3,956.04		CASUAL	YES
01/01/1994	12/31/1994	CLERK 1	VISCA	2,955.92		CASUAL	YES
01/01/1993	12/31/1993	CLERK 1	VISCA	2,156.00		CASUAL	YES
07/01/1989	12/31/1992	CLERK 1	VISCA	2,156.00		CASUAL	YES
12/14/1987	06/30/1989	CLERK	VISCA	722.70		CASUAL	YES
03/01/1987	12/13/1987	CLERK	VISCA	503.80		CASUAL	YES
07/1/1986	02/28/1987	CLERK	VISCA	437.80		CASUAL	YES
04/7/1986	06/30/1986	CLERK	VISCA	398.20		CASUAL	YES

(Continue on separate sheet if necessary)

SIGNATURE	 MA. MELISSA F. MENDOZA	DATE	04/24/2017
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(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)

[illegible]

(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)
Computer Literate/Typing/Filing Records	N/A	SSU TRNG., COURSE ON BASIC-
Cooking/Baking/Dancing /Singing		BAKING

(Continue on separate sheet if necessary)

SIGNATURE	MA. MELISSA F. MENDOZA	DATE	04/24/2017
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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:

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.
REMBERTO A. PATINDOL	VISCA, BAYBAY, LEYTE	563-7108
LOUELLA C. AMPAC	VISCA, BAYBAY, LEYTE	N/A
CORAZON U. NUEVO	M.L QUEZON, BAYBAY, LEYTE	563-7274

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.



MA. MELISSA F. MENDOZA

PHOTO



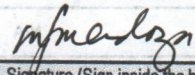
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Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU ID

ID/License/Passport No.: V-000339

Date/Place of Issuance: VISCA, BAYBAY, LEYTE



Signature (Sign inside the box)

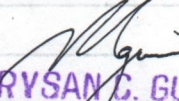
04/24/2017

Date Accomplished

SUBSCRIBED AND SWORN to before me this

APR 25 2017

, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR

NOTARY PUBLIC

UNTIL DECEMBER 31, 2017

Person Administering Oath

PTR 0193869 - BAYBAY, LEYTE - 11/12/17

IBP 1030924 - TACLOBAN CITY - 12/19/16

MCLE COMP. NO. V-0009523-07/20/15

ROLL OF ATTORNEYS NO. 57467

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