

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	Cortes		
FIRST NAME	Marjorie	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Amoto		
3. DATE OF BIRTH (mm/dd/yyyy)	09/04/1994	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	Mabinay, Negros Oriental	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	Apartment 8 Warner House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6521
8. WEIGHT (kg)	46.00	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
9. BLOOD TYPE	O-	ZIP CODE	
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	N/A
12. PHILHEALTH NO.	N/A	21. E-MAIL ADDRESS (if any)	marjorie.cortes@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	V01045		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Cortes	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Andy Phil	NAME EXTENSION (JR., SR)	Wim Zachariah A. Cortes
MIDDLE NAME	Duatn		09/16/2023
OCCUPATION	Government employee		
EMPLOYER/BUSINESS NAME	Visayas State University		
BUSINESS ADDRESS	Visca, Baybay City, Leyte 6521-A		
TELEPHONE NO.			
24. FATHER'S SURNAME	Amoto		
FIRST NAME	Normie	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Kadusale		
25. MOTHER'S MAIDEN NAME	Marcelita A. Goson		
SURNAME	Amoto		
FIRST NAME	Marcelita		
MIDDLE NAME	Goson		

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	Tagukon Elementary School	Elementary	2001	2007		2007	N/A
SECONDARY	Tagukon National High School	High School	2007	2011		2011	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	01/15/2025



## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

01/15/2025



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

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Christ Baptist Church Brgy. Guadalupe, Baybay City, Leyte	11/30/2021	04/22/2022	1	Assistant Missions Treasurer
	Christ Baptist Church Brgy. Guadalupe, Baybay City, Leyte	02/24/2018	07/27/2018	1	Missions Treasurer
	Christ Baptist Church Brgy. Guadalupe, Baybay City, Leyte	06/06/2015	07/27/2018	1	Awana Leader and Teacher

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)










## VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	01/15/2025
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Joshua Jireh Salomon</td><td>Guadalupe, Baybay City</td><td></td></tr><tr><td>Christie T. Tauy</td><td>Brgy. Guadalupe, Baybay City, Leyte</td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Joshua Jireh Salomon	Guadalupe, Baybay City		Christie T. Tauy	Brgy. Guadalupe, Baybay City, Leyte				
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC</td></tr><tr><td>ID/License/Passport No.: 0009286</td></tr><tr><td>Date/Place of Issuance: 08/30/2017 / Tacloban</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: PRC	ID/License/Passport No.: 0009286	Date/Place of Issuance: 08/30/2017 / Tacloban	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>01/15/2025</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	01/15/2025	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this <u>21 JAN 2025</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. KAREN ABEGAIL S. MONTERON</td></tr><tr><td>VSU Director, Legal Affairs and Services</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. KAREN ABEGAIL S. MONTERON	VSU Director, Legal Affairs and Services	Person Administering Oath								
													
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