

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

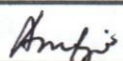
2. SURNAME	MONTEJO		NA	
FIRST NAME	ANALOU		NAME EXTENSION (JR., SR)	
MIDDLE NAME	SABANDO			
3. DATE OF BIRTH (mm/dd/yyyy)	10/18/1955	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Baybay City, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	<input type="checkbox"/> Married <input type="checkbox"/> Separated		
7. HEIGHT (m)	2.08	17. RESIDENTIAL ADDRESS	SABANDO ST.	
8. WEIGHT (kg)	65	ZIP CODE	6521	
9. BLOOD TYPE	AB	18. PERMANENT ADDRESS	SABANDO ST.	
10. GSIS ID NO.	CRN-006-0068-8323-8	ZIP CODE	6521	
11. PAG-IBIG ID NO.	1700-0025-5581	19. TELEPHONE NO.	NONE	
12. PHILHEALTH NO.	130000157369	20. MOBILE NO.	09363358663	
13. SSS NO.	NONE	21. E-MAIL ADDRESS (if any)	NONE	
14. TIN NO.	104-769-111			
15. AGENCY EMPLOYEE NO.	V00350			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MONTEJO		SR	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BERNABE	NAME EXTENSION (JR., SR)		RUFINO SABANDO MONTEJO	6/30/1976
MIDDLE NAME	CAINTIC			BERNABE SABANDO MONTEJO, JR.	2/4/1987
OCCUPATION	NA (DECEASED)				
EMPLOYER/BUSINESS NAME	NA				
BUSINESS ADDRESS	NA				
TELEPHONE NO.	NA				
24. FATHER'S SURNAME	SABANDO (DECEASED)		SR		
FIRST NAME	ANATOLIO	NAME EXTENSION (JR., SR)			
MIDDLE NAME	ALAO				
25. MOTHER'S MAIDEN NAME	FERNANDEZ (DECEASED)				
SURNAME	ORTEGA				
FIRST NAME	LUISA				
MIDDLE NAME	REBIGAN				

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	BAYBAY NORTH CENTRAL SCHOOL	PRIMARY	6/3/1963	3/16/1968	GRADUATED	1968	NONE
SECONDARY	BAYBAY HIGH SCHOOL	SECONDARY	6/7/1968	3/23/1972	GRADUATED	1972	CLASS HONOR
VOCATIONAL / TRADE COURSE	NONE	NA	NA	NA	NA	NA	NA
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	DIPLOMA IN SCRETARIAL & BS IN COMMERCE MAJOR ACCNTG.	10/8/1973;6/8/1979	3/22/1975;3/23/1984	GRADUATED	1975;1984	NA
GRADUATE STUDIES	UNIVERSITY OF SAN JOSE RECOLLETOS	MASTER IN MANAGEMENT MAJOR PUBLIC SERVICE MANAGEMNMT	6/8/1987	3/25/1989	54 UNITS	NA	NA

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	October 4, 2018
		CS FORM 212 (Revised 2017), Page 1 of 4	

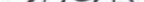


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#### V. WORK EXPERIENCE

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

[illegible]

SIGNATURE		DATE	October 4, 2018	CS FORM 212 (Revised 2017), Page 2 of 4
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Amby

DATE \_\_\_\_\_

October 4, 2018

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Service Record

(To be accomplished by employer)

NAME: MONTEJO, ANALOU SABANDO

(Date herein should be checked from birth or baptismal certificate or some other reliable documents.)

BIRTHDATE: Oct. 18, 1955 BIRTHPLACE: Baybay, Leyte

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this office and approved by the authorities concerned.

Employee No: V-00350

SERVICE (Inclusive Date)		RECORD OF APPOINTMENT	OFFICE ENTITY/DIV.			Leave/ Absent Without Pay		SEPARATION (4)
From	To	Designation	Status (1)	Salary (2)	Station/ Branch Place (3)	From	To	Date-Cause
05/17/1977	11/03/1977	Clerk	C	10.50	D ViSCA Nat.	None		
11/14/1977	11/29/1977	Clerk	C	10.50	D ViSCA Nat.	None		
12/01/1977	12/10/1977	Clerk	C	10.50	D ViSCA Nat.	None		
12/24/1977	12/31/1977	Clerk	C	10.50	D ViSCA Nat.	None		
01/01/1978	02/04/1978	Clerk	C	12.00	D ViSCA Nat.	2/5/1978	2/9/1978	5 d vlwop
02/09/1978	03/07/1978	Clerk	C	12.00	D ViSCA Nat.	3/8/1978	3/10/1978	3d vlwop
03/11/1978	04/29/1978	Clerk	C	12.00	D ViSCA Nat.	8/21/1978	8/26/1978	6 d vlwop
05/01/1978	12/15/1978	Clerk	C	12.00	D ViSCA Nat.	8/16/1978		
12/16/1978	04/30/1979	Clerk I	T	5,928.00	A ViSCA Nat.	None		
05/01/1979	12/15/1979	Clerk I	T	7,236.00	A ViSCA Nat.	8/1/1979	8/31/1979	22d vlwop
12/16/1979	02/28/1981	Clerk I	P	7,236.00	A ViSCA Nat.	4/22pm/1982	4/3/1983	343.5d vlwop
03/01/1981	04/30/1984	Clerk I	P	8,400.00	A ViSCA Nat.	4/4/1983		Reported
05/01/1984	12/31/1984	Clerk I	P	9,288.00	A ViSCA Nat.	None		for duty
01/01/1985	06/30/1986	Clerk I	P	10,260.00	A ViSCA Nat.	None		
07/01/1986	02/28/1987	Clerk I	P	11,328.00	A ViSCA Nat.	None		
03/01/1987	12/31/1987	Clerk I	P	13,027.20	A ViSCA Nat.	None		
01/01/1988	06/30/1989	Clerk I	P	14,330.00	A ViSCA Nat.	None		
07/01/1989	06/30/1992	Clerk II	P	27,000.00	A ViSCA Nat.	None		
07/01/1992	12/31/1993	Clerk II	P	27,264.00	A ViSCA Nat.	None		
01/01/1994	12/31/1994	Clerk II	P	36,864.00	A ViSCA Nat.	None		NCC #72
01/01/1995	06/30/1995	Clerk II	P	48,864.00	A ViSCA Nat.	None		NCC #74
07/01/1995	12/31/1995	Clerk II	P	49,140.00	A ViSCA Nat.	None		JntCSCDBM1
01/01/1996	12/31/1996	Clerk II	P	61,140.00	A ViSCA Nat.	None		NBC448
01/01/1997	10/31/1997	Clerk II	P	70,740.00	A ViSCA Nat.	None		NBC458
11/01/1997	06/30/1998	Clerk II	P	71,184.00	A ViSCA Nat.	None		.5 d vlwop
07/01/1998	03/03/1999	Clerk II	P	72,960.00	A ViSCA Nat.	None		JntCSCDBM1
03/04/1999	12/31/1999	Clerk III	P	79,020.00	A ViSCA Nat.	1/21pm/1999		.5 d vlwop
03/04/1999						2/12pm/1999		.5 d vlwop
03/04/1999						2/17pm/1999		.5 d vlwop
01/01/2000	06/30/2001	Clerk III	P	86,928.00	A ViSCA Nat.	None		NBC#468
07/01/2001	03/03/2002	Clerk III	P	91,272.00	A ViSCA Nat.	None		NBC474
03/04/2002	11/30/2004	Clerk III	P	93,552.00	A LSU Nat.	None		JntCSCDBM1
12/01/2004	03/03/2005	Adm. Aide VI	P	93,552.00	A LSU Nat.	None		retitling
03/04/2005	06/30/2007	Adm. Aide VI	P	95,904.00	A LSU Nat.	None		JntCSCDBM1
07/01/2007	03/03/2008	Adm. Aide VI	P	105,492.00	A VSU Nat.	None		NBC 511
03/04/2008	06/30/2008	Adm. Aide VI	P	108,120.00	A VSU Nat.	None		JntCSCDBM1
07/01/2008	06/30/2009	Adm. Aide VI	P	118,932.00	A VSU Nat.	None		NBC 516
07/01/2009	06/23/2010	Adm. Aide VI	P	129,132.00	A VSU Nat.	None		NBC 521
06/24/2010	03/03/2011	Adm. Aide VI	P	139,344.00	A VSU Nat.	None		NBC 524
03/04/2011	05/31/2011	Adm. Aide VI	P	141,636.00	A VSU Nat.	None		JntCSCDBM1
06/01/2011	05/31/2012	Adm. Aide VI	P	151,488.00	A VSU Nat.	None		NBC 530
06/01/2012	03/03/2014	Adm. Aide VI	P	161,340.00	A VSU Nat.	None		NBC 540
03/04/2014	12/31/2015	Adm. Aide VI	P	162,960.00	A VSU Nat.	None		JntCSCDBM1
01/01/2016	12/31/2016	Adm. Aide VI	P	168,240.00	A VSU Nat.			NBC 562
01/01/2017	03/03/2017	Adm. Aide VI	P	173,688.00	A VSU Nat.			NBC 568
03/04/2017	12/31/2017	Adm. Aide VI	P	175,224.00	A VSU Nat.			JntCSCDBM1
01/01/2018	PRESENT	Adm. Aide VI	P	180,792.00	A VSU Nat.			NBC 572

Purpose: For PDS.

O.R. #: 0569669

Date: 0569669

Issued in compliance with Executive Order No. 54, dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954, of the System.

Legend: D - Daily M - Monthly A - Annually

C - Casual T - Temporary  
CO-Contractual TS - Temp./Subst.  
P - Permanent S - Substitute  
PR - Provisional RS - Regular Substitute  
PB - Probational RP - Regular Permanent  
Hi - Hired PS - Provisional/Substitute

CERTIFIED CORRECT:

  
TERESITA L. QUIÑANOLA

Chief or Head of Office  
Supervising Administrative Officer  
Designation

Date Issued: 10/5/2018



[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the Program	
2. Description of the Program	
3. Date Attended	
4. Location	
5. Duration	
6. Facilitator(s)	
7. Topics Covered	
8. Key Takeaways/Insights	
9. Application to Current Role	
10. Overall Rating (1-5)	

*(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)*

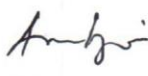
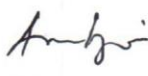
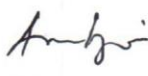

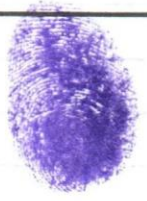

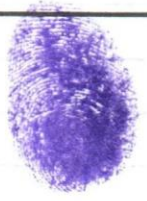

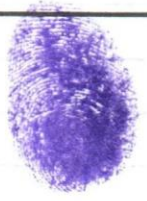
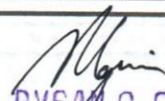
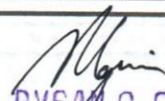
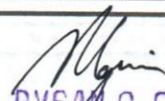
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VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COOKING/BAKING/GARDENING	NONE	ADMINISTRATIVE PERSONNEL ASSOCIATION

Oct. 4, 1918



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>DR. EUNICE I. BERAY</td><td>BRGY. CARIDAD,BAYBAY CITY,LEYTE</td><td>NONE</td></tr><tr><td>DR. NANCY V. DUMAGUING</td><td>VSU,VISCA,BAYBAY CITY,LEYTE</td><td>NONE</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. EUNICE I. BERAY	BRGY. CARIDAD,BAYBAY CITY,LEYTE	NONE	DR. NANCY V. DUMAGUING	VSU,VISCA,BAYBAY CITY,LEYTE	NONE
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DR. NANCY V. DUMAGUING	VSU,VISCA,BAYBAY CITY,LEYTE	NONE								
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: CRN-006-0068-8323-8</td></tr><tr><td>ID/License/Passport No.: NONE</td></tr><tr><td>Date/Place of Issuance: TACLOBAN 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: CRN-006-0068-8323-8	ID/License/Passport No.: NONE	Date/Place of Issuance: TACLOBAN CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>Oct. 4, 2018</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	Oct. 4, 2018	Date Accomplished	
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Right Thumbmark										
SUBSCRIBED AND SWORN to before me this <b>OCT 09 2018</b> , affiant exhibiting his/her validly issued government ID as indicated above.										
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR</td></tr><tr><td>VSO LEGAL OFFICER</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR	VSO LEGAL OFFICER	Person Administering Oath					
										
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