

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	Geraldo		
FIRST NAME	Mona Nena	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Bestudio		
3. DATE OF BIRTH (mm/dd/yyyy)	11/04/1986	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: Philippines
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"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	M.L QUEZON House/Block/Lot No. Street Poblacion Zone 8 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	M.L QUEZON House/Block/Lot No. Street Poblacion Zone 8 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	60.00		19. TELEPHONE NO.
9. BLOOD TYPE	B+	20. MOBILE NO.	935-946-8586
10. GSIS ID NO.	011195018472	21. E-MAIL ADDRESS (if any)	monanena.geraldo@vsu.edu.ph
11. PAG-IBIG ID NO.	121175915190		
12. PHILHEALTH NO.	130253235889		
13. SSS NO.	3415334122		
14. TIN NO.	334723256		
15. AGENCY EMPLOYEE NO.	V01209		

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	Geraldo	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Arian Wen	NAME EXTENSION (JR., SR)	ATHENA CHARLOTTE BESTUDIO GERALDO
MIDDLE NAME	Resano		03/21/2004
OCCUPATION	OFW		
EMPLOYER/BUSINESS NAME	HIWIN Corp.		
BUSINESS ADDRESS	Taichung Taiwan		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	BESTUDIO		
FIRST NAME	MARFELITO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	AUTIDA		
25. MOTHER'S MAIDEN NAME	NENA CABALLES CALA		
SURNAME	BESTUDIO		
FIRST NAME	NENA		
MIDDLE NAME	CALA		(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)	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To	YEAR GRADUATED	
ELEMENTARY	Baybay II South Central School	Elementary	1993	1999	1999	N/A
SECONDARY	Baybay National High School	High School	1999	2003	2003	N/A
VOCATIONAL/ TRADE COURSE	N/A					
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2003	2015	2015	N/A
GRADUATE STUDIES	N/A					

SIGNATURE		DATE	08/12/2024
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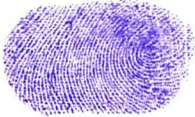

[illegible]

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	08/12/2024
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[illegible]

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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: Resigned</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div>												
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>LOUELLA C. AMPAC</td><td>ODF BAYBAY CITY, LEYTE</td><td>1061</td></tr><tr><td>ALICIA M. FLORES</td><td>BUDGET BAYBAY CITY, LEYTE</td><td>1009</td></tr><tr><td>ERLY S. ESQUERA</td><td>BUDGET BAYBAY LEYTE</td><td>1009</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	LOUELLA C. AMPAC	ODF BAYBAY CITY, LEYTE	1061	ALICIA M. FLORES	BUDGET BAYBAY CITY, LEYTE	1009	ERLY S. ESQUERA	BUDGET BAYBAY LEYTE	1009
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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.														
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: DL</div> <div>ID/License/Passport No.: H1218002500</div> <div>Date/Place of Issuance: 11/03/2022 / BAYBAY CITY, LEYTE</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>08/12/2024</div> <div>Date Accomplished</div>	<div></div> <div>MONA NENA B. GERALDO</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this 12 AUG 2024, affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>ATTY. RYSAN C. GURNODOR</div> <div>VSU Chief Legal Officer</div> <div>Person Administering Oath</div>														

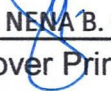
WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: April 17, 2017 – present
- Position: Administrative Aide III
- Name of Office/Unit: Budget Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Budget Office, VSU Main Campus Baybay, Leyte
- List of accomplishments and contributions (if any)
 - Act as one of the resource speaker in the recently conducted Public Financial Management Forum hosted by VSU Finance Division.
- Summary of Actual Duties
 - Responsible in obligating, monitoring and liquidating of fund 101 (RAF). Updates status of balances, functions as deputy Document Records Controller of the Office, prepares ORS and voucher and monitor balances for CSI's Fund Transfer and lastly assist in report preparations and encoding datas to URS and OSBP.

- Duration: April 1, 2016– April 1,2017
- Position: Crew
- Name of Office/Unit: Goldilocks Baybay
- Immediate Supervisor: Mark Delute
- Name of Agency/Organization and Location: Chawna Foods Corporation Tacloban City
- Summary of Actual Duties
 - Perform cashiering, inventory, messengerial and all around work assigned by the supervisor.



MONA NENA B. GERALDO
(Signature over Printed Name
of Employee/Applicant)

Date: _____