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 ( ) 时 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 ARUTA NAME EXTENSION (JR., SR) FIRST NAME MAEGAN LOU MIDDLE NAME AI MANZOR 3. DATE OF BIRTH 10/16/1996 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization 4. PLACE OF BIRTH PORT AREA, MANILA If holder of dual citizenship, Pls. indicate country: please indicate the details 5. SEX Male ✓ Female Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No Widowed Separated STA. ROSA Other/s: Subdivision/Village Barangay BARUGO 149 I FYTE 7. HEIGHT (m) City/Municipality 39 8. WEIGHT (kg) ZIP CODE 6519 18. PERMANENT ADDRESS 0+ 9. BLOOD TYPE House/Block/Lot No Street N/A STA. ROSA 10. GSIS ID NO. Subdivision/Village Barangay BARUGO LEYTE 11. PAG-IBIG ID NO. 1212-0033-9445 City/Municipality 12. PHILHEALTH NO 0805-14732055 ZIP CODE 6519 13. SSS NO. 34-6800962-4 19. TELEPHONE NO. N/A 14. TIN NO. 337831889 20 MOBILE NO. 09125261130 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) amaeganlou@yahoo.com FAMILY BACKGROUND 22. SPOUSE'S SURNAME **ARUTA** 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME ANGELO AINSLEY ALMANZOR ARUTA 7/6/2022 **OPERARIO** MIDDLE NAME JO - ADMIN CLERCK OCCUPATION EMPLOYER/BUSINESS NAME **EASTERN VISAYAS MEDICAL CENTER BUSINESS ADDRESS** TACLOBAN CITY, LEYTE TELEPHONE NO. 9659248435 24. FATHER'S SURNAME ALMANZOR IAME EXTENSION (JR., SR) RONNIE FIRST NAME MIDDLE NAME BAGASBAS 25. MOTHER'S MAIDEN NAME SURNAME CAÑEDA ARPON FIRST NAME MIDDLE NAME MARIA LORNA (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE HIGHEST LEVEL YEAR LEVEL ACADEMIC UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To ELEMENTARY STA. ROSA ELEMENTARY SCHOOL **BASIC EDUCATION** 2003 2009 2009 SECONDARY STA. ROSA NATIONAL HIGH SCHOOL **SECONDARY** 2009 2013 2013 VOCATIONAL / N/A N/A TRADE COURSE **BACHELOR OF LIBRARY AND** COLLEGE LEYTE NORMAL UNIVERSITY 2013 2017 2017 INFORMATION SCIENCE MASTER OF LIBRARY AND **GRADUATE STUDIES CEBU NORMAL UNIVERSITY** 2020 PRESENT PRESENT INFORMATION SCIENCE (Continue on separate sheet if necessary SIGNATURE DATE

v.°civil s	SERVICE ELIGI	BILITY							
	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE  RATING (If Applicable)		DATE OF EXAMINATION / PLACE OF EXAMINAT		TION / CONFERMENT		LICENSE (if applicable)  Date of		
BA			CONFERMENT				NUMBER	Validity	
	RA 1080 - LIBRARIAN		80.9	SEPT. 19-20, 2017	TACLOBAN CITY			0008747	10/16/2023
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	EXPERIENCE								
eli eri missioni di distribi	ivate employmer	nt. Start from your rece	nt work) Descripti	on of duties should be	indicated in the attach	ed Work Exp	salary/job/pay		
	mm/dd/yyyy)	POSITION (Write in full/Do no			ICY / OFFICE / COMPANY to not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	То						INCREMENT		
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5/23/2017	4/28/2018	ASSISTANT L	IBRARIAN	ST. JUDE COL	LEGE OF PHINMA	13000.00		REGULAR	N
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SIGI	VATURE	And	Chil		DATE		2/24	9/24	

CS FORM 212 (Revised 2017), Page 2 of

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-	GOVERNINENT			ORGANIZATI	JN/3		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) NUMBER OF HOURS			POSITION / NATURE OF WORK		
N/A						N/A	
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTION	Charles and the Control of the Contr	tinue on separate	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW	ary)			
(Start from the most recent L&D/training program and include only the relevant L				n Chief/Executive/M	anagerial positions)		
			E DATES OF		Type of LD		
<ol> <li>TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAININ (Write in full)</li> </ol>	IG PROGRAMS		NDANCE dd/yyyy)	NUMBER OF HOURS	( Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
		From	То		Technical/etc)	PHILIPPINE LIBRARIANS ASSOCIATION, INC.	
2022 PLAI CONGRESS AND GENERAL ASSEMBLY		11/22/2022	11/25/2022	32.0	SUPERVISORY,	(PLAI)	
PLAI CONGRESS 2021 AND GENERAL ASSEMBLY : OUTCOMES. OUTR OUTSTANDING	EACH.	11/23/2021	11/26/2021	32.0	SUPERVISORY,	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)	
Orientation for Licensed Librarians, CPD Providers, CPD Monitor on PR CPD (2019-2020)	C Issuances on	2/17/2021	2/17/2021	2.0	TECHNICAL	The Professional Regulation Commission Professional Regulatory Board for Librarian	
PLAI Congress 2020: LIBRARIES AS CATALYSTS IN THE NEW NORMAL CHANGES. REFORMS. TRANSFORMATION".	ENVIRONMENT:	11/24/2020	11/27/2020	32.0	SUPERVISORY,	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)	
LIBRARIANS TAKE OFF IN THE NEW NORMAL		7/29/2020	7/30/2022	10.0	WENAUERIAL, SUPERVISORY,	PHILIPPINE LIBRARIANS ASSOCIATION, INC.	
SURVIVE AND THRIVE: REINVENTING LIBRARY SERVICES DURING PA	NDEMIC	7/24/2020	7/24/2020	3.0	WANAUERIAL, SUPERVISORY,	CORDILLERA ADMINISTRATIVE REGION PHILIPPINE LIBRARIANS ASSOCIATION, INC.	
Staying Connected: Communicating with Library Users Amid the Pande					TECHNICAL	SOUTHERN TAGALOG REGION LIBRARIANS POLYTECHNIC UNIVERSITY OF THE PHILIPPINES	
by Mr. John Christopherson L. Fredeluces RESPONDING TO NEW NORMAL ENVIRONMENT or PANDEMIC: KEEPIN	NG	7/4/2020	7/4/2020	3.0	SUPERVISORY	LIBRARY SCIENCE ALUMNI ASSOCIATION, INC. PHILIPPINE LIBRARIANS ASSOCIATION, INC.	
YOUR STAFF, PATRONS, & FACILITIES SAFE Leading Libraries in Times of Crisis:		6/26/2020	6/26/2020	8.0	SUPERVISORY,	NEGROS ISLAND REGION LIBRARIANS COUNCIL Philippine Association of Academic/	
Transforming Challenges to Opportunities		6/24/2020	6/24/2020	8.0	MANAGERIAL, S	Research Librarian, Inc.	
					2.36.7		
	(Cor	ntinue on separate	sheet if necess	ary)			
VIII. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES 32.	NON	I-ACADEMIC DISTI	NCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Computer Skills (Microsoft software, canva,		<b>, , , , , , , , , , , , , , , , , , , </b>	to in rolly			Philippine Librarians Association Inc	
video editing, graphic designing)						Eastern Visayas Regional Librarians Council	
Communication and Interpersonal Skills  Customer Service Skills (Circulation and							
information skills)							
Management Skills (acquisition, cataloging, etc.)							
Analytic thinking skills							
Research Assistance Skills							
Online Gaming					1		
Λ	/) /(Opr	ntinue on separate	sheet if necessa	ary)			
SIGNATURE	nen	m			ATE	2/24/24	
No.		1				CS FORM 212 (Revised 2017), Page 3 of 4	

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Bureau or Department where you will be appointed, a. within the rid degree? b. within the fourth degree (for Local Government Unit - Clarect Employeas)?  #YES_pive details.  #YES_pive de	chi	e you related by consanguinity or affinity to the appointing lef of bureau or office or to the person who has immediate				
b. within the fourth degree (for Local Government Linit - Career Employees)?    YES   NO   IYES, give details:					1 110	
If YES, give details:			eer Employees\?			
b. Have you been oriminally charged before any court?    YES	U.	within the fourth degree (for Education Vernifier), only - Gal				
b. Have you ever been criminally charged before any count?    YYES   No   If YES, give details: Date Flock: Status of Casels:	35. <b>a.</b>	Have you ever been found guilty of any administrative off		] NO		
If YES, give details:   Date Field:   Status of Case(s:				If YES, give details:		
Date Flod: Status of Casels:    Passus of Users   No	b.	Have you been criminally charged before any court?			2 NO	
Status of Case/s:  ## Have you aver been convicted of any crime or violation of any law, decree, ordinance or regulation by any count or tribund?  ## Have you aver been separated from the service in any of the following modes: resignation, referement, diopsed from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or phrates sector?  ### Have you are peen a candidate in a national or local election held within the last year (excopt)  ### Barranger election?  ### Have you acquired the status of an immigrant or permanent resident of norther country?  ### Have you acquired the status of an immigrant or permanent resident of another country?  ### Have you acquired the status of an immigrant or permanent resident of another country?  ### Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA ### 1727); and (c) Solo Parents Welfare Act of 2000 (RA 8872), please answer the following items:  #### Act you a person with disability?  #### Ave you a solo parent?  #### ADDRESS TEL NO.  #### PERSENCES (Prezon not evident by consequency or attelly to explored (apopointe)  **NAME**  **A re you a solo parent?  #### ADDRESS TEL NO.  **Cornelia Torbeles Tacloban City 9065792689  #### Betwards that I have personally accomplished this Personal Data Sheet which is a true, cornect and complete statement pursuant to the provisions of perfinent laws, rules and regulations of the Republic of the Philippiness. I authorize the agency head/authorized representative to verify/validate the contents stated herein.  ###################################						
by any court or tribunal?						
retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) the public or private sector?  30 a. Have you ever been a candidate in a national or local election held within the last year (except) Barragay election)?  51 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?  52 b. Have you acquired the status of an immigrant or permanent resident of another country?  53 b. Have you acquired the status of an immigrant or permanent resident of another country?  54 c. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 200 (RA 8972), please answer the following items:  55 a Are you a person with disability?  56 Are you a person with disability?  67 a Are you a solo parent?  68 Are you a solo parent?  69 Are you a solo parent?  69 Are you a solo parent?  60 Are you a solo parent?  61 Act you a solo parent?  61 Act you a solo parent?  62 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 headquithorized representative to verifyivalidate the contents stated herein. I agree that you misseppesantion made in this document and its attachments shall cause the filing of administrative/criminal cases against me.  60 Overnment Issued ID Received the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency headquithorized representative to verifyivalidate the contents stated herein. I agree that Plantage and Date of issuance. In this part of the provision of t			ny law, decree, ordinance or regulation			
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Are you a member of any indigenous group?						
Are you a person with disability?    YES   Please specify   No			please answer the following items:	□ vcc	□ wa	
Are you a solo parent?  Are you a solo parent?  If YES, please specify ID No:  YES  If YES, please specify ID No:  ADDRESS  TEL. NO.  Cornella Torbeles  Tacloban City  9156518049  Eduardo Sta Maria  Tacloban City  9985407451  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/is against me.  Government Issued ID: @Person GSS, SSS, PPC, Divers License, etc.)  PLEASE INDICATE ID Number and Date of Issuances  Covernment Issued ID: PRC  Date-Place of Issuance:   DIN   2017   Wamila    Subscribed And SWORN to before me this  Subscribed And SWORN to before me this  Subscribed And SWORN to before me this  Appointment N. NC 2024-01-65  Appointment N. NC 2024-01-					✓ NO	
Are you a solo parent?    YES, please specify ID No:   YES, please specify	D. Are	e you a person with disability?				
ADDRESS TEL. NO.  Cornella Torbeles Tacloban City 9156518049  Gerick Monta Tacloban City 9065792669  Eduardo Sta Maria Tacloban City 9985407451  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.  Government Issued ID per Passon (SSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance  Government Issued ID. PRC  IDILicense/Passport No: 0008747  Date/Place of Issuance: 1011 2017 Momila  SUBSCRIBED AND SWORN to before me this  SUBSCRIBED AND SWORN to before me this  Notary Public  Until December 31, 2025  Appointment N, NC 2024-01-65  168 M, H, Del Pi N, St., Tacloban City  PTR No. \$PleSeon Administrating Calm Tactoban City  Roth Official Review (1) 4, 2025  Report Tournment N, Despense (1) 4, 2025  Report Tournment N, Despense (1) 4, 2025  Appointment N, NC 2024-01-65  168 M, H, Del Pi N, St., Tacloban City  PTR No. \$PleSeon Administrating Calm Tactoban City  Roth Official Review (1) 4, 2025	c. Are	you a solo parent?		YES	✓ NO	
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Gerick Monta  Tacloban City  9065792669  Eduardo Sta Maria  Tacloban City  9985407451  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 filling of administrative/criminal case/s against me.  Government Issued ID: (Re Passport, CSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC  IDICLicense/Passport No: 0008747  Date/Place of Issuance: [O In  2017 Waw\angle A. Date Accomplished *\forall Bit   Passport   Passpor		NAME	ADDRESS	TEL. NO.		
Eduardo Sta Maria  Tacloban City  9985407451  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 filling of administrative/criminal case/s against me.  Government Issued ID: PRC  ID/License/Passport No: 0008747  Date/Place of Issuance: IOIN 2017 Wowi\a  Signatury (Sign_inside the box)  2 3 1 3 1 3 1		Cornelia Torbeles	Tacloban City	9156518049		
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## **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: 08/22/2018 02/29/2024
- Position: School Librarian
- Name of Office/Unit: Liceo del Verbo Divino, Inc.
- Immediate Supervisor: Fr. Jose Marie L. Pareja, SVD, PhD
   Name of Agency/Organization and Location: Liceo del Verbo Divino, Inc., Avenida Veteranos St., Tacloban City, Leyte, 6500
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Day to day operation of the LVD Basic Education Library including but not limited to Inter Library Loans, Overdue, References, Library Programs and Circulation.
    - Oversee the selection, organization, and distribution of materials and equipment.
    - Assist teachers in the evaluation, selection, and use of materials; collaborate with teachers to instruct in information literacy.
    - Maintain professional competence through participation in professional growth activities.
    - Coordinate periodic physical inventory of library books, materials, and equipment as applicable.
    - Managing and delegating daily tasks to other library staff.
    - Perform other duties as required directly related to the major functions of the job.

(Signature over Printed Name of Employee/Applicant)

Date: \_ 2 / 24 / 24