

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 () 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		
FIRST NAME	MAEGAN LOU	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ALMANZOR		
3. DATE OF BIRTH (mm/dd/yyyy)	10/16/1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	PORT AREA, MANILA	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	
7. HEIGHT (m)	149	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	39		Subdivision/Village Barangay
9. BLOOD TYPE	O+		BARUGO LEYTE
10. GSIS ID NO.	N/A		City/Municipality Province
11. PAG-IBIG ID NO.	1212-0033-9445		
12. PHILHEALTH NO.	0805-14732055	18. PERMANENT ADDRESS	
13. SSS NO.	34-6800962-4	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	337831889		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.			BARUGO LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09125261130
		21. E-MAIL ADDRESS (if any)	amaeganlou@yahoo.com

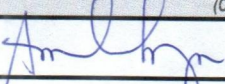
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ARUTA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANGELO	NAME EXTENSION (JR., SR)	AINSLEY ALMANZOR ARUTA	7/6/2022
MIDDLE NAME	OPERARIO			
OCCUPATION	JO - ADMIN CLERCK			
EMPLOYER/BUSINESS NAME	EASTERN VISAYAS MEDICAL CENTER			
BUSINESS ADDRESS	TACLOBAN CITY, LEYTE			
TELEPHONE NO.	9659248435			
24. FATHER'S SURNAME	ALMANZOR			
FIRST NAME	RONNIE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BAGASBAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAÑEDA			
FIRST NAME	ARPON			
MIDDLE NAME	MARIA LORNA			

(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	STA. ROSA ELEMENTARY SCHOOL	BASIC EDUCATION	2003	2009		2009	
SECONDARY	STA. ROSA NATIONAL HIGH SCHOOL	SECONDARY	2009	2013		2013	
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	2013	2017		2017	ALAY-LAKAD SCHOLARSHIP PROGRAM
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF LIBRARY AND INFORMATION SCIENCE	2020	PRESENT		PRESENT	

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	2/26/20

[illegible]

(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.

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[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/26/24
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SIGNATURE		DATE	2/26/24
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

	INCLUSIVE DATES OF		Type of ID	
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[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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Computer Skills (Microsoft software, canva, video editing, graphic designing)		Philippine Librarians Association Inc. - 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		

SIGNATURE	DATE
<i>[Signature]</i>	2/24/20

2/21/24

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:
RESIGNATION

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.
Cornelia 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 (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.: 0008747

Date/Place of Issuance: 10/11/2017 Manila

Amador

Signature (Sign inside the box)

2/26/24

Date Accomplished

SUBSCRIBED AND SWORN to before me this 01 MAR 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. JERRY S. IY
Notary Public
Until December 31, 2025
Appointment No. NC 2024-01-65
168 M. H. Del Pilar St., Tacloban City
PTR No. 895916, Jan 2, 2024, Tacloban City
Roll of Attorney No. 98402, HEP Lifetime No. 06666
MCLE Comp. No. VII (002793), Until April 14, 2028

Person Administering Oath

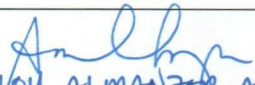
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WORK EXPERIENCE SHEET

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.


MAEGAN LOU ALMAZOR-ARUTA

(Signature over Printed Name
of Employee/Applicant)

Date: 2/26/24