

# PERSONAL DATA SHEET

**WARNING:** Any misinterpretation 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	FERNES		
FIRST NAME	MERCEDES		NAME EXTENSION (JR., SR)
MIDDLE NAME	VILLARUEL		
3. DATE OF BIRTH (mm/dd/yyyy)	AUGUST 15, 1964	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	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	208 TRES MARTIRES ST. House/Block/Lot No. Street BRGY. PEDRO DE VEYRA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521 LEYTE
7. HEIGHT (m)	5 FT.	18. PERMANENT ADDRESS	208 TRES MARTIRES ST. House/Block/Lot No. Street BRGY. PEDRO DE VEYRA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521 LEYTE
8. WEIGHT (kg)	58 KG.	19. TELEPHONE NO.	NA
9. BLOOD TYPE	"O"	20. MOBILE NO.	09158906182
10. GSIS ID NO.	B64RFMYFO11	21. E-MAIL ADDRESS (if any)	NA
11. PAG-IBIG ID NO.	0801247750 05		
12. PHILHEALTH NO.	130000142388		
13. SSS NO.	0612665626		
14. TIN NO.	116-605-342		
15. AGENCY EMPLOYEE NO.	V000218		

## II. FAMILY BACKGROUND

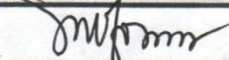
22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME				
MIDDLE NAME				
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	FERNES			APRIL 28, 1931
FIRST NAME	ANANIAS			
MIDDLE NAME	BOHOLST			
25. MOTHER'S MAIDEN NAME	VILLARUEL			SEPTEMBER 21, 1938
SURNAME	VILLARUEL			
FIRST NAME	EPIFANIA			
MIDDLE NAME	VINCULADO			

(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	PRIMARY EDUCATION	1970	1977	NA	1977	NA
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1977	1981	NA	1981	NA
VOCATIONAL / TRADE COURSE							
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR SECRETARIAL COURSE	1981	1983	GRADUATE	1983	NA
GRADUATE STUDIES	NA						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 25, 2017
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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]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	APRIL 25, 2016



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NA				

(Continue on separate sheet if necessary)

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

(Start from the most recent L&amp;D/training program and include only the relevant L&amp;D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	GENDER AND DEVELOPMENT REORIENTATION FOR FRONTLINERS, DEPARTMENT HEADS AND CENTER DIRECTORS OF VISAYAS STATE UNIVERSITY	SEPTEMBER 16, 2016		8	TECHNICAL	VISAYAS STATE UNIVERSITY
	PLANNING-WORKSHOP: ON THE PREPARATION AND PROCESSING OF DOCUMENTS RELATIVE TO PROCUREMENTS	MAY 27, 2015		8	TECHNICAL	SUPPLY, PROCUREMENT AND PROPERTY MANAGEMENT OFFICE
	THE ROLE OF LIBRARIES AND LOCAL GOVERNMENT UNITS IN DISASTER PREPARED- NESS AND INFORMATION DISSEMINATION	MARCH 17, 2014		8	TECHNICAL	NATIONAL LIBRARY OF THE PHILIPPINES
	VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE: BASIC COOPERATIVE COURSE SEMINAR	OCTOBER 5, 2013		8	TECHNICAL	VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE
	PERSONALITY DEVELOPMENT SEMINAR FOR FRONTLINERS	SEPTEMBER 20, 2012		8	TECHNICAL	VISAYAS STATE UNIVERSITY

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	SINGING		NA		CATHOLIC CHARISMATIC RENEWAL MOVEMENT
	DANCING				
	LABELLING THE SPINE OF THE BOOKS				
	PAINTING THE SPINE OF THE BOOKS				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 25, 2017
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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)?

☐ YES ☒ NO

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?

☐ 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: \_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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: \_\_\_\_\_

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?

☐ YES ☒ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
MS. ANDRELI D. PARDALES	BAYBAY CITY	-
SR. M. ELENOR EGAND, OSF	BAYBAY CITY	-
MR. VICENTE GILOS	BAYBAY CITY	-

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.



MERCEDES V. FORNES

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: V000218

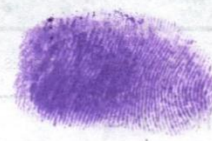
ID/License/Passport No.: N/A

Date/Place of Issuance: BAYBAY CITY

*Mercedes V. Fornes*

Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 27 2017, affiant exhibiting his/her validly issued government ID as indicated above.

*Atty. Rysan C. Guinocor*  
ATTY. RYSAN C. GUINOCOR

Person Administering Oath

NOTARY PUBLIC  
UNTIL DECEMBER 31, 2017  
PTR 0395859 - BAYBAY CITY - 1/12/17  
IBP 4036424 - TARILOBAN CITY - 12/19/16  
MCLE COMP. NO. V-000590-07/2015  
ROLL OF ATTORNEYS NO. 57467