

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	CRUZ		
FIRST NAME	MARIA TERESA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ACO		
3. DATE OF BIRTH (mm/dd/yyyy)	1/15/1968	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	Tayabas, Quezon	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	#107 Warner Apts. Kilbourn House/Block/Lot No. Street Visca Pangasugan Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	5'3	ZIP CODE	6521
8. WEIGHT (kg)	63	18. PERMANENT ADDRESS	House/Block/Lot No. Street
9. BLOOD TYPE	B-		Subdivision/Village Barangay
10. GSIS ID NO.	006-0017-6108-3		City/Municipality Province
11. PAG-IBIG ID NO.	1700-0032-0078		
12. PHILHEALTH NO.	1408-3700-0001	ZIP CODE	
13. SSS NO.	03-9016340-8	19. TELEPHONE NO.	053 563 8641
14. TIN NO.	135 546 153	20. MOBILE NO.	0926 303 7907
15. AGENCY EMPLOYEE NO.	V000166	21. E-MAIL ADDRESS (if any)	maria.teresa.cruz@vsu.edu.ph / cruzmteresa@yahoo.com


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		Rafael Angelo C. Cazeñas	2/14/1993
MIDDLE NAME			Julian Charles Zachary C. Cazeñas	2/18/1998
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CRUZ			
FIRST NAME	ARMANDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MARTIN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ACO			
FIRST NAME	CRESENCIANA			
MIDDLE NAME	AQUITAÑA		(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	St. Paul College of Parañaque	Elementary	6/1/1974	3/31/1980		1980	
SECONDARY	St. Paul College of Parañaque	High School	6/1/1980	3/31/1984		1984	
VOCATIONAL / TRADE COURSE							
COLLEGE	St. Paul University Manila (formerly St. Paul College of Manila)	Bachelor of Science in Commerce major in Accounting	6/1/1984	3/18/1988		1988	
GRADUATE STUDIES	Visayas State University	Master of Management major in Business Management	11/3/2015	12/10/2017	40		

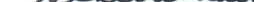
(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 14, 2018
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Certified Public Accountant		10/1/1988	Manila	0079615	1/15/2021
	Land Transportation Office				N1086021012	1/15/2019
	Call Center Agent	"Hireable"	2005 or 2006	STI College of Ormoc		

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

[illegible]

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-PROFIT / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

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

(Continue on separate sheet if necessary)

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

(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)

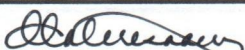
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Laws and Rules on Government Expenditures (LARGE)	11/26/2018	11/29/2018	32.0	Technical	Commission on Audit
	Gender and Development Program	9/11/2018	9/11/2108	8.0	Technical	Visayas State University
	Implementation on the Use of Government Accounting Manual (GAM) for NGAs	9/25/2017	9/29/2017	40.0	Technical*	Commission on Audit
	Records Management Training	7/6/2017	7/7/2017	16.0	Technical	Visayas State University
	Full Length Training on Government Procurement Reform Act and its Revised IRR	5/3/2017	5/5/2017	24.0	Technical	Government Procurement Policy Board/ Department of Budget and Management
	Marketing Management	3/19/2017	3/19/2017	8.0	Technical	Department of Business and Management and Visayas State University
	OVPAF Strategic Planning Workshop	2/15/2017	2/16/2017	16.0	Technical	Visayas State University
	Full Awareness Training Course ISO9001:2015	1/26/2017	1/27/2017	16.0	Technical	AJA Registrars Inc.
	Philippine Public Sector Accounting Standards and the Revised Chart of Accounts	8/1/2016	8/5/2016	40.0	Technical*	Commission on Audit
	Steering and Managing PFM / Governance Reforms in the Transition Year	3/30/2016	4/2/2016	32.0	Technical	Philippine Association for Government Budget Administration (PAGBA), Inc.
	Planning, Budgeting, Execution and Monitoring for Results- Pillars of a Strong Public Financial Management	11/4/2015	11/7/2015	32.0	Technical	Philippine Association for Government Budget Administration (PAGBA), Inc.
	Unified Accounts Code Structure (UACS) Application Course-Training Program	11/4/2014	11/6/2014	24.0	Technical	Department of Budget and Management and Visayas State University
	Sustaining Public Trust through Accountability, Credibility and Transparency	5/21/2014	5/24/2014	32.0	Technical	Government Association of Certified Public Accountants













(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)
	computer literate: word, excel, powerpoint		Gold medalist - Tango (VSU-LITMUS)		Administrative Personnel Association (AdPA)
	"Hireable" call center agent				Visayas State University Credit Cooperative (VSUCC)
	Non professional driver				
	hobbies: singing, dancing				
	sports: volleyball, badminton, table tennis				

(Continue on separate sheet if necessary)

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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)?	<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 checked="" type="checkbox"/> YES <input type="checkbox"/> 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?	<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><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>FRANCISCO G. GABUNADA, JR.</td><td>Visca, Baybay City, Leyte</td><td>0905 9132929</td></tr><tr><td>ALICIA M. FLORES</td><td>Brgy. Guadalupe, Baybay, Leyte</td><td>0917 6341430</td></tr><tr><td>WILMA V. NAPIERE</td><td>Brgy. Guadalupe, Baybay, Leyte</td><td>0935 9633220</td></tr></table>		NAME	ADDRESS	TEL. NO.	FRANCISCO G. GABUNADA, JR.	Visca, Baybay City, Leyte	0905 9132929	ALICIA M. FLORES	Brgy. Guadalupe, Baybay, Leyte	0917 6341430	WILMA V. NAPIERE	Brgy. Guadalupe, Baybay, Leyte	0935 9633220
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: Visayas State University</td></tr><tr><td>ID/License/Passport No.: V000166 (VSU)</td></tr><tr><td>Date/Place of Issuance: 1/2/2010</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: Visayas State University	ID/License/Passport No.: V000166 (VSU)	Date/Place of Issuance: 1/2/2010	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>12/14/2018</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	12/14/2018	Date Accomplished			
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SUBSCRIBED AND SWORN to before me this <u>JAN 23 2019</u> , 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>VSU LEGAL OFFICER</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR	VSU LEGAL OFFICER	Person Administering Oath								
													
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