

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	N A R A J O S		
FIRST NAME	MARIA ANTONETTE ROSAFREDA	NAME EXTENSION (JR, SR)	
MIDDLE NAME	BORNEO		
3. DATE OF BIRTH (mm/dd/yyyy)	02/07/1981 2/7/1981	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:
4. PLACE OF BIRTH	ATIMONAN, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	347 G.H. DEL PILAR ST. House/Block/Lot No. Street Subdivision/Village ZONE 7 BAYBAY CITY Barangay City/Municipality LEYTE Province
7. HEIGHT (m)	1.57 M	ZIP CODE	
8. WEIGHT (kg)	75 K		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	81020700459	18. PERMANENT ADDRESS	347 G.H. DEL PILAR ST. House/Block/Lot No. Street Subdivision/Village ZONE 7 BAYBAY CITY Barangay City/Municipality LEYTE Province
11. PAG-IBIG ID NO.	208757740000	ZIP CODE	6521
12. PHILHEALTH NO.	013030005551		
13. SSS NO.	80-0075925-6-000	19. TELEPHONE NO.	(053) 563-9329
14. TIN NO.	937-643-207	20. MOBILE NO.	0906-2216066
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	toninarajos@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NARAJOS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MELVIN	NAME EXTENSION (JR, SR)	NARAJOS, JOSHUA ELI B.	01/16/2005
MIDDLE NAME	DULLA		NARAJOS, CALEB EAN B.	04/04/2008
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	PHILIPPINE PORTS AUTHORITY			
BUSINESS ADDRESS	Port Area, Brgy. Western Poblacion, Hilongos, Leyte 6524			
TELEPHONE NO.	09283875811			
24. FATHER'S SURNAME	BORNEO			
FIRST NAME	AMELITO	NAME EXTENSION (JR, SR)		
MIDDLE NAME	VERZOSA			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILLAREAL			
FIRST NAME	ARLENE			
MIDDLE NAME	LAS PINAS		(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 (School Year)		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	PRIMARY EDUCATION	1993-1994	1993-1994	N/A	1994	2nd honorable mention
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1995-1996	1997-1998	N/A	1998	Salutatorian
COLLEGE	LEYTE STATE UNIVERSITY (now Visayas State University)	BACHELOR OF SCIENCE IN STATISTICS	1998-1999	2002-2003	N/A	2002	N/A
GRADUATE STUDIES	UNIVERSITY OF THE VISAYAS	MASTER IN PUBLIC ADMINISTRATION	2003-2004	2003-2004	6 UNITS	N/A	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/15/2025
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#### IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/15/2025
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SIGNATURE		DATE	01/15/2025
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SIGNATURE		DATE	01/15/2025
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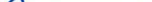
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Brotherhood of Christian Businessmen & Professionals (BCBP) Baybay City Chapter	09/22/2007	01/01/2015	N/A	Member
	United Church of Christ in the Philippines (UCCP) Baybay City Church	01/04/2015	05/31/2018	N/A	Financial Secretary
	United Church of Christ in the Philippines (UCCP) Baybay City Church	06/01/2018	present	N/A	Chairman, Board of Christian Education and Nurture
	UCCP Christian Pre-school of Baybay	06/01/2016	06/01/2021	N/A	Secretary, Board of Trustees

**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)

[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)
Music-related skills (Choral singing & playing guitar)	Resource Person - Kumon Philippines' National Instructors Training, Manila (June 30, 2021)	UCCP Christian Young Adults Fellowship
Desktop Publishing (brochures, newsletters, presentations, etc.)	Resource Speaker - CYAF Circuit 2 Fellowship (February 25, 2023)	
Video Editing	Resource Speaker - Seasons of Marriage (A Marriage Retreat) March 6-7, 2021	

SIGNATURE		DATE	01/24/2025
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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?  
  
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:

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.
REV. SALVADOR UGSANG, JR.	UCCP Maybog, Baybay City	09196658862
MANUEL A. BOHOLANO	PMO Eastern Leyte/Samar	0918-9096698
JAMES J. GANTALAO	PPA Head Office (Manila)	0917-3271400

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: **Philsys ID**

ID/License/Passport No.: **3871 - 0521- 8493- 1482**

Date/Place of Issuance: **Baybay City, Leyte**

Signature (Sign inside the box)

01/15/2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this **27 JAN 2025**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABBGAIL S. MONTERON

VSU Director, Legal Affairs and Services

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: January 10, 2012 – July 7, 2016
- Position: Production and Logistics Manager
- Name of Office/Unit: Ming Global Ltd.
- Immediate Supervisor: Sharath Hegde
- Name of Agency/Organization and Location: Ming Global Ltd. / Consolacion, Cebu

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties:

My duties as the operations manager include the following:

- Manage performance on all programs to meet and exceed company expectations.
- Continuously monitors the team's productivity and operation and ensures that tasks/duties are being performed effectively.
- Directly supervises team leaders of each department which includes the Design department, Production department, Customer service department and Finance and Admin department.
- Interviewing, hiring, and training new employees.
- Involved in planning, assigning, and directing work to each employee.
- Responsible in giving appraisal to great performing employees.
- Responsible in disciplining employees.
- Responsible in resolving problems especially regarding employees complaints and addressing them to higher management if need be.
- 
- While working as operations manager, I was also an account manager for several clients of the company which includes dealing with clients on quotes, order processing, order updates and general customer service. Ensuring all the information needed are gathered and presented at the start of an order.

- Duration: November 2009 – December 2012
- Position: Office Manager/ Production Manager
- Name of Office/Unit: Dragon Trend Mnl Ltd.
- Immediate Supervisor: Jason Bradbury
- Name of Agency/Organization and Location: Dragon Trend Mnl Ltd./ Mandaue City, Cebu

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties:

My duties as the operations manager include the following:

- Manage performance on all programs to meet and exceed company expectations.
- Continuously monitors the team's productivity and operation and ensures that tasks/duties are being performed effectively.
- Directly supervises team leaders of each department which includes the Design department, Production department, Customer service department and Finance and Admin department.
- Interviewing, hiring, and training new employees.
- Involved in planning, assigning, and directing work to each employee.
- Responsible in giving appraisal to great performing employees.
- Responsible in disciplining employees .
- Responsible in resolving problems especially regarding employees complaints and addressing them to higher management if need be.
- While working as operations manager, I was also an account manager for several clients of the company which includes dealing with clients on quotes, order processing, order updates and general customer service. Ensuring all the information needed are gathered and presented at the start of an order.

- Duration: April 2009 – November 2009
- Position: Virtual Assistant
- Name of Office/Unit: Wompro Pty. Ltd.
- Immediate Supervisor: Jason Bradbury
- Name of Agency/Organization and Location: Wompro Pty. Ltd. / Melbourne, Australia

- List of Accomplishments and Contributions (if any)

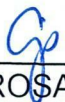
Summary of Actual Duties:

As a virtual assistant part of my job includes the following:

- Bills payments
- Transcription
- Travel arrangement
- Customer Service
- Telemarketing
- Administrative assistance
- Personal assistance
- Web research
- Spreadsheet management
- Database management (Filemaker Pro)
- Calendar management



- Duration: September 2003 – October 2004
- Position: Clerk Processor
- Name of Office/Unit: Philippine Ports Authority
- Immediate Supervisor: Engr. Manuel Boholano
- Name of Agency/Organization and Location PPA -PMO Ormoc / Port Area Ormoc City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties:
    - Encodes memos, letters, reports, notices, resolutions and forms
    - Handles incoming, outgoing communications and documents
    - Maintains systematic recording and filing of records.
    - Takes minutes of the meeting.
    - Performs as clerk to the bids and awards committee for engineering projects
    - Prepares initial environmental examination report
    - Acts as personal assistant to the division manager
    - Other admin work.

  
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MARIA ANTONETTE ROSAFREDA B. NARAJOS

Date: January 30, 2025