## **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. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID No. MANATAD 2 SURNAME NAME EXTENSION (JR., SR) FIRST NAME TERESITA MIDDLE NAME GRANADA 3. DATE OF BIRTH 16 CITIZENSHIP Dual Citizenship ✓ Filipino (mm/dd/yyyy) 1/24/1959 ✓ by birth by naturalization Pls. indicate country: Tinag-an, Albuera, Leyte If holder of dual citizenship, 4. PLACE OF BIRTH please indicate the details. ✓ Female Portugal Male 5. SEX San Jose St. Poblacion #400 17 RESIDENTIAL ADDRESS Single ✓ Married 6 CIVIL STATUS Street House/Block/Lot No Widowed Separated Other/s: Barangay Subdivision/Village LEYTE Albuera 1.524 m 7. HEIGHT (m) Province City/Municipality 6521 60 kgs. ZIP CODE 8. WEIGHT (kg) San Jose St. Poblacion #400 18. PERMANENT ADDRESS 0 9. BLOOD TYPE Street House/Block/Lot No. CRN-000-6166-8084-3 10 GSIS ID NO Subdivision/Village Barangay LEYTE 11. PAG-IBIG ID NO. 1700-0025-4302 City/Municipality Province ZIP CODE 6521 13-0000151576-5 12. PHILHEALTH NO. 563-7189 13. SSS NO. NIA 19 TELEPHONE NO 9173063858 14. TIN NO. 200-724-580-000 20. MOBILE NO. NIA 425-0104 21. E-MAIL ADDRESS (if any) 15. AGENCY EMPLOYEE NO. DATE OF BIRTH (mm/dd/yyyy) 23. NAME of CHILDREN (Write full name and list all) 22. SPOUSE'S SURNAME MANATAP NAME EXTENSION (JR., SR) 1/31/1984 MICHAEL G. MANATAD FIRST NAME FELIPE VA. 3/2/1985 MARK G. MANATAD MIDDLE NAME ANTIGUA 11/3/1990 MECHELLE G. MANATAD OCCUPATION NIA EMPLOYER/BUSINESS NAME N/A **BUSINESS ADDRESS** NIA TELEPHONE NO. NIA GRANADA 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) FIRST NAME CIRILO EPEFANIO PAYLADO MIDDLE NAME MOTHER'S MAIDEN NAME PIANO SURNAME LIBRADA FIRST NAME (Continue on separate sheet if necessary) YGANA MIDDLE NAME SCHOLARSHIP HIGHEST LEVEL/ UNITS EARNED ACADEMIC HONORS PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE 26 NAME OF SCHOOL LEVEL GRADUATED (Write in full) (Write in full) (if not graduated) RECEIVED То From Diploma 1970 Elementary Graduate 1964 NAPOCOR COMMUNITY SCHOOL ELEMENTARY 1974 Diploma 1974 ST. MICHAEL'S COLLEGE High School Graduate 1970 SECONDARY VOCATIONAL / TRADE COURSE Diploma 1974 1979 BSBA-ACCOUNTING MSU-ILIGAN INSTITUTE OF TECHNOLOGY COLLEGE N/A GRADUATE STUDIES (Continue on separate sheet if necessary) April 25, 2017 Tomannted DATE SIGNATURE

IV. CIVIL SI	ERVICE ELIC	BIBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER		RATING	DATE OF	PLACE OF EXAMINATION / CONFERMENT			LICENSE (if applicable)		
			(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	ATION / CONFE	RMENI	NUMBER	Date of Validity
CAREER SERVICE SUB-PROF 80%			5/24/1998	ban City		976913	N/A		
			(C)	ontinue on separate sheet	if necessary)				
	XPERIENCE								
28. INCLU	JSIVE DATES	ent. Start from your recer		on of duties should b	e indicated in the attach	ed Work Ex	SALARY/ JOB/ PAY		
From	(mm/dd/yyyy) POSITION TITLE (Write in full/Do not abbreviate)			DEPARTMENT / AGE (Write in full)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)	
1/1/2016	To Present	ADMINISTRATIVE AIDE VI		VISAYAS STATE UN	42.054.00	INCREMENT	D		
8/1/2005	12/31/2015	ADMINISTRATIVE AIDE		VISAYAS STATE UN	13,851.00	SG 6-1	Permanent	YES	
12/1/2004	7/31/2005	ADMINISTRATIVE AIDE		VISAYAS STATE UN		6,522.00	SG 4-4	Permanent	YES
10/1/1998	12/1/2004	CLERK I			6, 189.00	SG 4-1 SG 3-1	Permanent	YES	
7/22/1996	10/1/1998	CLERK I	LEYTE STATE UNIVERSITY VISAYAS STATE COLLEGE			6,039.00	SG 3-1	Permanent Permanent	YES
	10/1/1000			AGRICULTURE		6,039.00	56 3-1	Permanent	YES
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SIGNA	TURE	Tomann		ntinue on separate sheet if	necessary)  DATE		pril 25,20	A	Victoria de la companya de la compa
		Johnson	~~~		DAIL			• 7 -ORM 212 (Revised 20	17) Page 2 of 4

VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / No GOVERNMENT	/PEOPLE/V	OLUNTARY	ORGANIZATIC		•
29. NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy) From To			POSITION / NATURE OF WORK
N/A						
		T. T.	7			
VII. LEARNING AND DEVELOPMENT (L&D		tinue on separate s ROGRAMS A		n)		
Start from the most recent L&D/training program and inclu				Chief/Executive/Mana	igerial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTO	ERVENTIONS/TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)  From To		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY
(Write in ful	11)					(Write in full)
ISO 9001:2015 Enhancement Seminar-Workshop on In	nternal Quality Audit	3/2/2017	3/3/2017	16 Hrs.	Technical	Visayas State University
Full Awareness Training Course ISO 9001:2015		1/26/2017	1/27/2017	16 Hrs.	Technical	AJA Registrars, Inc.
Seminar-Workshop on 5S & Records Management		2/18/2017	2/18/2017	8 Hrs.	Technical	Visayas State University
Philippine Sector Accounting Standards and the Revi	ised Chart of Accounts	8/1/2015	8/5/2016	40 Hrs.	Technical	COA R8
Unified Accounts Code Structure (UACS) Application	Course Training Program	11/4/2014	11/6/2014	16 Hrs.	Technical	DBM and VSU
Public Financial Management and Climate Change Re	4/23/2014	4/26/2014	32 Hrs.	Technical	Davao City	
Transparent Governance						
						-
	-					
	(Co	ntinue on separate	sheet if necessa	ry)		
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Typing/Encoding	N/A				ADPA, VSUCC	
Singing, Dancing, Playing Table Tennis						
						-
		ontinue on separat	e sheet if necess		ATE	April 25, 2017
SIGNATURE	tomanuted			D	A12	CS FORM 212 (Revised 2017), Page 3 of

34 A					
34. Are you related by consanguinity or affinity to the pointing chief of bureau or office or to the person who has immediately bureau or Department where you will be appropriated,					
a. within the third degree?		☐ YES □	NO NO		
b. within the fourth degree (for Local Government Unit - C	arear Employoos\2				
5. Maint the loater degree (for Eocal Government Onit - C	areer Employees)?		NO		
		If YES, give details:			
35. a. Have you ever been found guilty of any administrative of	#				
35. a. Have you ever been lound guilty of any administrative (	onense?	☐ YES ☐	/ NO		
		If YES, give details:			
b. Have you been criminally charged before any court?		☐ YES	√ NO		
diagod boloro uny court		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?	any law, decree, ordinance of regulation		✓ NO		
	If YES, give details:				
37. Have you ever been separated from the service in any of	the following modes: resignation,	YES	✓ NO		
retirement, dropped from the rolls, dismissal, termination, out (abolition) in the public or private sector?	If YES, give details:				
The state of the s					
38. a. Have you ever been a candidate in a national or local e Barangay election)?	lection held within the last year (except	☐ YES	✓ NO		
Barangay dicotion):		If YES, give details	:		
b. Have you resigned from the government service during	the three (3)-month period before the last	YES	✓ NO		
election to promote/actively campaign for a national or local	al candidate?	If YES, give details:			
39. Have you acquired the status of an immigrant or permanel	nt resident of another country?	_			
		☐ YES If YES, give details	✓ NO		
		ii 123, give details	(country).		
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M	agna Carta for Disabled Bornens (BA				
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?	,, produce another the following from .		_		
, and any margement group.		If YES, please specify:	✓ NO		
b. Are you a person with disability?		YES	√ NO		
		If YES, please specify I			
c. Are you a solo parent?		YES	7 NO		
		If YES, please specify I			
41. REFERENCES (Person not related by consanguinity or affinity to applica	nt /appointee)				
NAME	The second secon				
	ADDRESS	TEL. NO.			
Ms. LOUELLA C. AMPAC	JP Laurel St., Baybay City	763-7273			
Ms. ANITA G. GODOY	Brgy. Hibunawan, Baybay City	V63-7189			
M. M.B	Diggi induition, Daybay Only	107-7167	St. S.		
Ms. MARIA TERESA A. CRUZ	#107 Warner Apartment, Visca, Baybay	763-7189			
42. I declare under oath that I have personally accomplishe	d this Personal Data Sheet which is a tr	ue, correct and			
complete statement pursuant to the provisions of pertir	ent laws, rules and regulations of the l	Republic of the	Tamanatel		
Philippines. I authorize the agency head/authorized repr	resentative to verify/validate the contents	s stated herein.	TEXESITA G. MANATAD		
I agree that any misrepresentation made in this doc administrative/criminal case/s against me.	cument and its attachments shall caus	e the filing of	PHOTO		
and the					
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)					
PLEASE INDICATE ID Number and Date of Issuance			a Marco		
Government Issued ID: CRN 006 - 0102 - 6427 - 0	Homannt &		Albania esta		
ID/License/Passport No.:					
2.1.12	Signature (Sign inside the bo April 24, 2017	ox)	The state of the s		
Date/Place of Issuance:	Date Accomplished		Right Thumbmark		
4 0.00					
SUBSCRIBED AND SWORN to before me thisAPR	Z 5 2017 , affiant exhibiting	ng his/her validly issued go	vernment ID as indicated above.		
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	ATTY. RYSANC. GUINDGE	)R			
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	PTR 019 86 Person Administering Oath	1/12/17			
	IBP 1030924 - TAUL OBAN CITY - 12	119/16	00.5001/01/2		
	IBP 1030824 - TAGLOBAN CITY - 12 MCLE COMP. NO. V - 0000582-05 ROLL OF ATTORNEYS NO. 5748	2/19/16	CS FORM 212 (Revised 2017), Page 4 of 4		