

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	POLIQUIT		
FIRST NAME	MARIA ARIES	NAME EXTENSION (JR., SR.) NA	
MIDDLE NAME	ORTEGA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/12/1982	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	PARAÑAQUE 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 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)	1.52		House/Block/Lot No. Street PUROK 2 BRGY. STA. CRUZ Subdivision/Village Barangay BAYBAY LEYTE LEYTE City/Municipality Province
8. WEIGHT (kg)	54	ZIP CODE	6521
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	
10. GSIS ID NO.	CRN-011-1405-2027-4		House/Block/Lot No. Street PUROK 2 BRGY. STA. CRUZ Subdivision/Village Barangay BAYBAY LEYTE LEYTE City/Municipality Province
11. PAG-IBIG ID NO.	1210-4131-2763	ZIP CODE	6521
12. PHILHEALTH NO.	01-025365423-1	19. TELEPHONE NO.	N/A
13. SSS NO.	06-3563085-8	20. MOBILE NO.	09158505743
14. TIN NO.	382-102-292-000	21. E-MAIL ADDRESS (if any)	mariaaries.poliquit@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	NA		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	POLIQUIT		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOSE	NAME EXTENSION (JR., SR.)	KAYE ANGELINE O. POLIQUIT	08/07/2005
MIDDLE NAME	ORACION		NA	NA
OCCUPATION	SELF EMPLOYED		NA	NA
EMPLOYER/BUSINESS NAME	NA		NA	NA
BUSINESS ADDRESS	NA		NA	NA
TELEPHONE NO.	NA		NA	NA
24. FATHER'S SURNAME	ORTEGA		NA	NA
FIRST NAME	BENITO	NAME EXTENSION (JR., SR.)	NA	NA
MIDDLE NAME	CANO		NA	NA
25. MOTHER'S MAIDEN NAME			NA	NA
SURNAME	AVELLANA		NA	NA
FIRST NAME	LOLITA		NA	ANA
MIDDLE NAME	DELANTAR		(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	LYCEE D' REGIS MARIE	ELEMENTARY	1990	1996	Graduated	1996	Graduate With Distinction
SECONDARY	PARAÑAQUE SCIENCE HIGH SCHOOL	SECONDARY	1996	1999	Graduated	1999	NA
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	ADAMSON UNIVERSITY	BS IN ACCOUNTANCY	2007	2011	Graduated	2011	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MM - BUSINESS MANAGEMENT	2017	Present	40 units	On going	

(Continue on separate sheet if necessary)

SIGNATURE	DATE	2022-03-28
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IV. CIVIL SERVICE ELIGIBILITY					
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
CAREER SERVICE EXAMINATION (Subprofessional)	87.32%	10/17/2004	Manila		
CAREER SERVICE EXAMINATION (Professional)	82.75%	04/13/2013	Quezon City		
CERTIFIED ACCOUNTING TECHNICIAN	PASSED	12/11/2021	ONLINE		
REGISTERED COST ACCOUNTANT	CREDIT	11/20/2021	ONLINE		
CERTIFIED BOOKKEEPER	WITH DISTINCTION	10/30/2021	ONLINE		

V. WORK EXPERIENCE

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	28/03/2022

SIGNATURE

DATE _____

28/03/2022

[illegible]

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

[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)
	PROFICIENT IN MS APPLICATIONS		NA		National Institute of Accounting Technicians
	PROFICIENT IN E-NGAS APPLICATION		NA		
	PROFICIENT IN SAP APPLICATIONS		NA		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	28/03/2022
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>When I ended my Contract of Service with BFAR: _____</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>

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

NAME	ADDRESS	TEL. NO.
LINA F. ZULUETA, CPA	BFAR-CENTRAL OFFICE	0998-435-9273
LORELEI S. DATU, CPA	COA - GAS	0942-018-0786
NILDA T. AMESTOSO	VSU	563-7385

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:	UMID
ID/License/Passport No.:	011-1405-2027-4
Date/Place of Issuance:	5/24/2021

Signature (Sign inside the box)
28/03/2022
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this **07 APR 2022**, affiant exhibiting his/her validly issued government ID as indicated above.

 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath
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