CS Form	No.	212
Revised 20	017	

## **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

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FO<u>RM</u>. 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) PERSONAL INFORMATIO 2. SURNAME POLIQUIT NAME EXTENSION (JR., SR) FIRST NAME MARIA ARIES MIDDLE NAME ORTEGA 3. DATE OF BIRTH 04/12/1982 16. CITIZENSHIP √ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization PARAÑAQUE CITY 4. PLACE OF BIRTH If holder of dual citizenship, Pls. indicate country: please indicate the details. Male 5. SEX √ Female Y 17. RESIDENTIAL ADDRESS Single ✓ Married 6 CIVIL STATUS House/Block/Lot No. Widowed Separated BRGY. STA. CRUZ PUROK 2 Other/s: Subdivision/Village Barangay BAYBAY LEYTE LEYTE 7. HEIGHT (m) 1.52 City/Municipality Province 54 8. WEIGHT (kg) ZIP CODE 6521 18. PERMANENT ADDRESS 9. BLOOD TYPE House/Block/Lot No. Street BRGY. STA CRUZ PUROK 2 10. GSIS ID NO. CRN-011-1405-2027-4 Subdivision/Village Barangay BAYBAY LEYTE 11. PAG-IBIG ID NO. 1210-4131-2763 LEYTE City/Municipality Province 12. PHILHEALTH NO. 01-025365423-1 ZIP CODE 6521 06-3563085-8 13 SSS NO 19. TELEPHONE NO. N/A 14. TIN NO. 382-102-292-000 20. MOBILE NO. 09156505743 15 AGENCY EMPLOYEE NO NA 21. E-MAIL ADDRESS (if any) mariaaries.poliquit@vsu.edu.ph FAMILY BACKGROUN 22. SPOUSE'S SURNAME POLIQUIT 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) AME EXTENSION (JR., SR) FIRST NAME KAYE ANGELINE O. POLIQUIT 08/07/2005 NA MIDDLE NAME ORACION NA SELF EMPLOYED NA OCCUPATION NA NA EMPLOYER/BUSINESS NAME NA NA NA NA BUSINESS ADDRESS NA NA TELEPHONE NO. NA NA NA ORTEGA 24. FATHER'S SURNAME NA NAME EXTENSION (JR., SR) NA FIRST NAME BENITO NA NA MIDDLE NAME CANO NA 25. MOTHER'S MAIDEN NAME NA SURNAME **AVELLANA** NA LOLITA FIRST NAME ANA MIDDLE NAME DELANTAR (Continue on separate sheet if necessary) EDUCATIONAL BACK SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC HONORS YEAR UNITS EARNED (if not graduated) LEVEL GRADUATED (Write in full) (Write in full) RECEIVED To From **Graduate With** LYCEE D' REGIS MARIE ELEMENTARY ELEMENTARY 1990 1996 Graduated 1996 PARAÑAQUE SCIENCE HIGH SCHOOL SECONDARY SECONDARY 1996 Graduated 1999 NH 1999 VOCATIONAL / TRADE COURSE 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 SIGNATURE DATE 2022-03-28 0 CS FORM 212 (Revised 2017). Page 1 of 4

IV. CIVIL SERVICE ELIGIBILITY  CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER  BATTAGE		DATE OF				LICENSE (if applicable)			
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT		RMENT	NUMBER	Date o	
CAREER SERVICE EXAMINATION		87.32%	10/17/2004	Manila	Later of the said	u dec moto	a sugaring	valiuity	
(Subprofessional)  CAREER SERVICE EXAMINATION (Professional)		82.75%	04/13/2013	Quezon City	139 389 350	PRO LITTLE ST	No. 1947y	a give O2	
		PASSED	12/11/2021	ONLINE		L TV SEE TO	and the		
				ONLINE					
		CREDIT	11/20/2021	6.	WARIA ARE		Sept (Sec.)		
CERTIFIED BOOKKEEPER		WITH DISTINCTION	10/30/2021	ONLINE	Type year	ASSERVO			
	1000	-45.7				A DESIGNATION OF THE PERSON OF			E 3 H 3
. WORK	EXPERIENC		(Co	ntinue on separate she	et if necessary)				
nclude priv	vate employm	ent. Start from your rece	nt work) Description	on of duties should	d be indicated in the attacl	ned Work Ex		et.	
	LUSIVE DATES mm/dd/yyyy)	POSITION (Write in full/Do no		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/ N)
From	То				Secretary No. 1		INCREMENT		
1/15/2006	6/30/2006	SERVICE CREW		BAKER'S FAIR IN	5,000.00	A	Contractual	N	
8/01/2011	09/15/2011	ACCOUNTING STAFF		DEVELOPMENT IN		10,000.00	C-1 U W D	Job Order	N
0/17/2011	03/31/2014	ACCOUNTING STAFF	CTANT	RESOURCES - CENTRAL OFFICE		12,000.00	77.00	Job Order	N
7/21/2014	07/31/2017	FINANCE SENIOR ASS				17,000.00	Section 1	Regular	N
8/01/2017	09/30/2020	FINANCE SENIOR SUP	ERVISOR	BOUNTY AGRO	1.13. 174	28,000.00		Regular	N
8/17/2020	7/31/2021	INSTRUCTOR I		VISAYAS STATE		28,000.00		Substitute Part time	-
3/23/2021	Present	INSTRUCTOR I	resolve tree in	VISATAS STATE	UNIVERSITY	14,000.00		Part time	1
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			(Co	ontinue on separate sh	eet if necessary)			non-in-	

29. NAME & ADDRESS O	FORGANIZATION	INCLUSI	VE DATES				
(Write in		From	dd/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK	
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VII. LEARNING AND DEVELOPMENT (L8	D) INTERVENTIONS/TRAINING		TTENDED				
Start from the most recent L&D/training program and i	nclude only the relevant L&D training take		years for Division  EDATES OF	Chief/Executive/Ma		5)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTEN	IDANCE Id/yyyy)	NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
Applying Applying December 1 To 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		From	То	us returned	or less man	List as round hardered to be presented as a	
pplying Analytical Procedures in Financial States	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians		
ommon Payroll Issues Every Accountants Shoul	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians		
Expanded Withholding Tax Rules for Big and Small Taxpayers  Managing Cash and Working Capital Through the Crisis		11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians	
Managing Stress in the Workplace		11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians	
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III. OTHER INFORMATION	(Cx	ontinue on separate a	sheet if necessary	, , , , , , , , , , , , , , , , , , , ,	A		
31. SPECIAL SKILLS and HOBBIES	32. NO	N-ACADEMIC DISTIN	ICTIONS / RECOG	NITION	Butter 15	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO	
PROFICIENT IN MS APPLICATIONS		. NA				National Institute of Accounting Technicia	
PROFICIENT IN E-NGAS APPLICATION		NA NA					
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		THE RESERVE TO BE ADDRESS OF THE PARTY OF TH	THE RESERVE OF THE PERSON NAMED IN	Name and Address of the Owner, where the Owner, which is the Owne			

	Are you related by consanguinity or affinity to the appointing			
	chief of bureau or office or to the person who has immediate	e supervision over you in the Office,	AND RESIDENCE TO THE RESIDENCE OF THE PARTY	
	Bureau or Department where you will be apppointed, a. within the third degree?	943 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	☐ YES ☑ NO	
	b. within the fourth degree (for Local Government Unit - Car	reer Employees\2	YES NO	
	o. manifestic routes degree (for Local Government Offit - Cal	ou chiployoda):	If YES, give details:	
		Fig. 4 Aug	ii / Lo, give details.	
35	a. Have you ever been found guilty of any administrative off	ense?	YES NO	
00.		1-7	If YES, give details:	
		To AZ SA	11 120, 910 double.	
	Aug.	Ti Mi		
	b. Have you been criminally charged before any court?		☐ YES ☑ NO If YES, give details:	
			Date Filed:	
	AP	Late Late Land	Status of Case/s:	The second
36	Have you ever been convicted of any crime or violation of a	ny law, decree, ordinance or regulation	☐ YES ☑ NO	
00.	by any court or tribunal?		If YES, give details:	
		o ferro mercan		
37	Have you ever been separated from the service in any of th	e following modes; resignation.	☐ YES ☑ NO	
	retirement, dropped from the rolls, dismissal, termination, er	nd of term, finished contract or phased	If YES, give details:	
	out (abolition) in the public or private sector?	PERSON PERSON	When I ended my Contract of Service with BF	AR
38.	a. Have you ever been a candidate in a national or local ele	ection held within the last year (except	☐ YES ☑ NO	ni day
	Barangay election)?	I serious i describi	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 candidate?		If YES, give details:	
39	Have you acquired the status of an immigrant or permanent	t resident of another country?	YES NO	B. V
	actions of the major to the desired services (1999)	150,1010 (100,000)	If YES, give details (country):	
				1415
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma		also lead to all managers	x - x
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972)		100 mm	
a.	Are you a member of any indigenous group?	SERVINE COSTORS	YES NO	
b.	Are you a person with disability?	2007020 33271000	If YES, please specify:	
	And you a person with unabling:	Control executation	☐ 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)	Supplied to the control of the supplied to the	
	NAME	ADDRESS	TEL. NO.	
-	LINA F. ZULUETA, CPA			
	LINA F. ZULUETA, GPA	BFAR-CENTRAL OFFICE	0998-435-9273	
	LORELEI S. DATU, CPA	COA - GAS	0942-018-0786	8
	NILDA T. AMESTOSO	VSU	563-7385	1
42	I declare under oath that I have personally accomplished			
	complete statement pursuant to the provisions of pertine	ent laws, rules and regulations of the	Republic of the	
	Philippines. I authorize the agency head/authorized repre-	esentative to verify/validate the contents	s stated herein.	-
	I agree that any misrepresentation made in this doct administrative/criminal case/s against me.	ument and its attachments shall caus	se the filing of	
	administrative/Gillillial case/s against me.	(No. 2001) Heritagus yang Makadian De		
_	Covernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)			
G	PLEASE INDICATE ID Number and Date of Issuance	ACTION APPLICATED TO A STATE OF THE STATE OF		
	187			
P	Sovernment Issued ID: UMID			
G	CONTRACTOR OF THE PROPERTY OF	Alk	a la	
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G	Sovernment Issued ID: UMID		nyl .	
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G	O/License/Passport No.: 011-1405-2027-4  ate/Place of Issuance: 5/24/2021	28/03/2022 Date Accomplished  APR 2022 , affiant exhibit  ATTY. RYSANC. GUINOCOR	Right Thumbmark  ting his/her validly issued government ID as indicated abov	)95 (85