

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	MONTES		
FIRST NAME	DIANA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	TOCO		
3. DATE OF BIRTH (mm/dd/yyyy)	08 / 28 / 1996	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	BAYBAY, LEYTE	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	718 M.L. QUEZON ST., COR. M.H. DEL PILAR ST. House/Block/Lot No. Street DOMINGO C. VELOSO Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.45 m	ZIP CODE	6521
8. WEIGHT (kg)	39 kgs		
9. BLOOD TYPE	A +	18. PERMANENT ADDRESS	718 M.L. QUEZON ST., COR. M.H. DEL PILAR ST. House/Block/Lot No. Street DOMINGO C. VELOSO Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212 - 4912 - 4708		
12. PHILHEALTH NO.	13 - 025516851 - 8		
13. SSS NO.	06 - 4282399 - 1	19. TELEPHONE NO.	(053) 563 - 9530
14. TIN NO.	751 - 884 - 125	20. MOBILE NO.	0939 102 1529 / 0936 953 6869
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	stephenmontes012345@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MONTES			
FIRST NAME	DANICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CANDINATO			
25. MOTHER'S MAIDEN NAME				
SURNAME	TOCO			
FIRST NAME	ESMERALDA			
MIDDLE NAME	BORLEO		(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	GRACE CHRISTIAN SCHOOL	ELEMENTARY	2000	2009		2009	1 st HONORABLE MENTION
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2009	2013		2013	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	ACCOUNTANCY ACCOUNTING TECHNOLOGY	2013	2018		2018	CHED
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	APRIL 08, 2021

[illegible]

V. WORK EXPERIENCE

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

[illegible]

SIGNATURE		DATE	APRIL 08, 2021
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[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)
ENGLISH PROFICIENCY	N/A	N/A
COMPUTER LITERACY		
QUICKBOOKS ACCOUNTING		
XERO ACCOUNTING		
EXTERNAL AND INTERNAL AUDIT		
FACILITATION OF GOVERNMENT PERMITS		
HANDLING OF SOURCE DOCUMENTS		

SIGNATURE		DATE	APRIL 08, 2021
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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 DUE TO COVID-19 PANDEMIC												
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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>MARILOU E. MALQUISTO</td><td>SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES, CAMPETIC, PALO, LEYTE</td><td>0977 0021928</td></tr><tr><td>A. ELENA D. DICO</td><td>LAND BANK OF THE PHILIPPINES, A. BONIFACIO ST., BAYBAY CITY, LEYTE</td><td>(053) 563-9218</td></tr><tr><td>HAROLD M. MORI</td><td>ALCON CORILLO PARONE AND COMPANY, PUENTE COMEÑA ST., CEBU CITY, CEBU</td><td>254-5469</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	MARILOU E. MALQUISTO	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES, CAMPETIC, PALO, LEYTE	0977 0021928	A. ELENA D. DICO	LAND BANK OF THE PHILIPPINES, A. BONIFACIO ST., BAYBAY CITY, LEYTE	(053) 563-9218	HAROLD M. MORI	ALCON CORILLO PARONE AND COMPANY, PUENTE COMEÑA ST., CEBU CITY, CEBU	254-5469
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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.														
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SUBSCRIBED AND SWORN to before me this <u>12 APR 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.														
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