

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	Cruz			
FIRST NAME	Maria Teresa	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Aco			
3. DATE OF BIRTH (mm/dd/yyyy)	01/15/1968	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.		
5. SEX	☐ Male ☒ Female		Philippines	
6. CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☒ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	#11 Asean House Farmers Village House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province	
7. HEIGHT (m)	1.60	ZIP CODE		
8. WEIGHT (kg)	64.00			
9. BLOOD TYPE	B-		18. PERMANENT ADDRESS	House/Block/Lot No. Street
10. GSIS ID NO.	N/A			Subdivision/Village Barangay
11. PAG-IBIG ID NO.	N/A			City/Municipality Province
12. PHILHEALTH NO.	N/A	ZIP CODE		
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 563-8641	
14. TIN NO.	N/A	20. MOBILE NO.	917-184-0115	
15. AGENCY EMPLOYEE NO.	V00166	21. E-MAIL ADDRESS (if any)	mariateresa.cruz@vsu.edu.ph	

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	Rafael Angelo Cruz Cazeñas	02/14/1993
MIDDLE NAME	N/A		Julian Charles Zachary Cruz Cazeñas	02/18/1998
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Cruz			
FIRST NAME	Armando	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Martin			
25. MOTHER'S MAIDEN NAME	Aquitaña			
SURNAME	Cruz			
FIRST NAME	Cresenciana			
MIDDLE NAME	Aco		(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	St. Paul College of Parañaque	Elementary	1974	1980		1980	N/A
SECONDARY	St. Paul College of Parañaque	High School	1980	1984		1984	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	St.Paul College of Manila	Bachelor of Science in Commerce	1984	1988		1988	N/A
GRADUATE STUDIES	Visayas State University	Master of Management in Business	2015		36		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/06/2023
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IV. CIVIL SERVICE ELIGIBILITY

27.	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
	Certified Public Accountant		N/A	Manila	00079615	01/15/2021

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	Internal Auditor IV	Visayas State University	72,577.00	22-2	Permanent	Y
01/03/2022		Internal Auditor IV	Visayas State University	71,029.00	22-2	Permanent	Y
01/01/2022		Internal Auditor IV	Visayas State University	69,963.00	22-1	Permanent	Y
01/01/2021		Internal Auditor IV	Visayas State University	68,415.00	22-1	Permanent	Y
01/01/2020		Internal Auditor IV	Visayas State University	66,867.00	22-1	Permanent	Y
03/01/2019		Internal Auditor IV	Visayas State University	65,319.00	22-1	Permanent	Y
03/01/2019		Internal Auditor IV	Visayas State University	65,319.00	22-1	Permanent	Y
01/01/2019	02/01/2019	Accountant II	Visayas State University	34,847.00	16-4	Permanent	Y
01/01/2018	02/01/2019	Accountant II	Visayas State University	32,926.00	16-4	Permanent	Y
01/01/2017	12/31/2017	Accountant II	Visayas State University	31,111.00	16-4	Permanent	Y
03/16/2016	12/31/2016	Accountant II	Visayas State University	29,396.00	16-4	Permanent	Y
01/01/2016	03/15/2016	Accountant II	Visayas State University	29,066.00	16-3	Permanent	Y
03/16/2013	12/31/2015	Accountant II	Visayas State University	27,473.00	-	Permanent	Y
06/01/2012	03/15/2013	Accountant II	Visayas State University	27,174.00	-	Permanent	Y
06/01/2011	05/31/2012	Accountant II	Visayas State University	24,752.00	-	Permanent	Y
06/24/2010	05/31/2011	Accountant II	Visayas State University	22,329.00	-	Permanent	Y
03/16/2010	06/23/2010	Accountant II	Visayas State University	19,906.00	-	Permanent	Y
07/01/2009	03/15/2010	Accountant II	Visayas State University	19,514.00	-	Permanent	Y
07/01/2008	06/30/2009	Accountant II	Visayas State University	16,093.00	-	Permanent	Y
07/01/2007	06/30/2008	Accountant II	Visayas State University	14,630.00	-	Permanent	Y
03/16/2007	06/30/2007	Accountant II	Leyte State University	13,300.00	-	Permanent	Y
01/08/2007	03/15/2007	Accountant II	Leyte State University	604.54	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/06/2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/06/2023
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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: _____ resignation												
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 _____ no id as solo parent												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 12/06/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														