



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

FOR : **ASSISTANT CHIEF OPERATING OFFICER**  
Asset Management Sector

THRU : **THE MANAGER**  
Operations Department, AMS *for signature*

FROM : **RESIDENT MANAGER**  
Zamboanga Golf Course and Beach Park

SUBJECT : **REPLACEMENT OF THE RESIGNED JO EMPLOYEE**

DATE : **19 JULY 2021**

In reference with the resigned Job Order Employee, Luciano Jacinto, Jr., who was assigned in the maintenance of the nursery and propagation of flowering and ornamental plants, we would like to request approval to hire Vladimir B. Guevarra as replacement of Mr. Jacinto.

Mr. Guevarra will perform the following duties:

1. Maintain the Plant Nursery. Plant flowering and ornamental plants which will be used for the beautification of the Zamboanga Beach Park. Will also propagate plants for sell.
2. Landscape or beautify the beach area from the main gate.
3. Maintain the cleanliness of the Beach Park Latrines.
4. Performs other duties that may assign from time to time.

Please note that his service will also augment the manpower requirement for the reopening of the ZBP.

For your approval, sir

*M. A. Sarip*  
**MAGDARA A. SARIP**

**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	GUEVARA		
FIRST NAME	Vladimir		NAME EXTENSION (JR., SR)
MIDDLE NAME	BACAIA		
3. DATE OF BIRTH (mm/dd/yyyy)	05-30-1997	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	Zamboanga City	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Purok 5 Golf Vill. Upper Cagayan J.C. House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province ZIP CODE 7000
7. HEIGHT (m)	5'4	18. PERMANENT ADDRESS	Purok 5 Golf Vill. Upper Cagayan J.C. House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province ZIP CODE 7000
8. WEIGHT (kg)	49 kg	19. TELEPHONE NO.	
9. BLOOD TYPE	'A'	20. MOBILE NO.	09556443515
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A		
14. TIN NO.	714-340-765		
15. AGENCY EMPLOYEE NO.			

### 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)	APRILYN GIVA GUEVARA	04-27-2017
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GUEVARA			
FIRST NAME	PASCUAL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	FRANCISCO			
25. MOTHER'S MAIDEN NAME	BACAIA			
SURNAME	ANGELITA			
FIRST NAME	GAMOREZ			
MIDDLE NAME				

(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	Southcom Elem Sch.		2004	2009		2009	
SECONDARY	N/A						
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 19 2021
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<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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>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>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Mrs. Claire Boria</td> <td>Pasonanca IC</td> <td></td> </tr> <tr> <td>Mrs. Elindor Fabriga</td> <td>Purok 5 Gd. Vil.</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Mrs. Claire Boria	Pasonanca IC		Mrs. Elindor Fabriga	Purok 5 Gd. Vil.				
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<p>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.</p>													
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[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	Dec/4 19 2021
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