

# PERSONAL DATA SHEET

**WARNING:** Any misinterpretation 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                       | PITA  |   |   |
| FIRST NAME                       | CHARLENE  | NAME EXTENSION (JR., SR)                                    |   |
| MIDDLE NAME                      | CAPUYAN   |   |   |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | August 23, 1970   | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | ORMOC 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<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | Monte de Luna Subd.<br>House/Block/Lot No. Street<br>Luna<br>Subdivision/Village Barangay<br>ORMOC CITY LEYTE<br>City/Municipality Province<br>6541   |
| 7. HEIGHT (m)                    | 163   | ZIP CODE  |   |
| 8. WEIGHT (kg)                   | 55  |   |   |
| 9. BLOOD TYPE                    | B+  | 18. PERMANENT ADDRESS                                       | Monte de Luna Subd.<br>House/Block/Lot No. Street<br>Luna<br>Subdivision/Village Barangay<br>ORMOC CITY LEYTE<br>City/Municipality Province<br>6541   |
| 10. GSIS ID NO.                  | 020044489053  | ZIP CODE  |   |
| 11. PAG-IBIG ID NO.              | 1700-0013-0691  |   |   |
| 12. PHILHEALTH NO.               | 13-050002431-4  |   |   |
| 13. SSS NO.                      | 06-1268469-5  | 19. TELEPHONE NO.   | None  |
| 14. TIN NO.                      | 169-298-202   | 20. MOBILE NO.  | +639190085186   |
| 15. AGENCY EMPLOYEE NO.          | 4657899   | 21. E-MAIL ADDRESS (if any)                                 | <a href="mailto:charlenepita14@gmail.com">charlenepita14@gmail.com</a>  |

## II. FAMILY BACKGROUND

|                          |                    |                          |   |                               |
|--------------------------|--------------------|--------------------------|---|-------------------------------|
| 22. SPOUSE'S SURNAME     | PITA               |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH<br>(mm/dd/yyyy) |
| FIRST NAME               | JOEL               | NAME EXTENSION (JR., SR) | GEOREY CARDIO C. PITA                               | 27/10/1995                    |
| MIDDLE NAME              | MEJARES            |                          | RIANNE NICOLE C. PITA                               | 28/11/1997                    |
| OCCUPATION               | NONE               |                          | CAMILLE ANGELA C.PITA                               | 14/05/1999                    |
| EMPLOYER/BUSINESS NAME   | SELF-EMPLOYED      |                          | JOELENE ALYANNA C. PITA                             | 18/02/2016                    |
| BUSINESS ADDRESS         | ORMOC CITY         |                          |   |                               |
| TELEPHONE NO.            | None               |                          |   |                               |
| 24. FATHER'S SURNAME     | CAPUYAN            |                          |   |                               |
| FIRST NAME               | OLIMPIO (deceased) | JR.                      |   |                               |
| MIDDLE NAME              | GALICIA            |                          |   |                               |
| 25. MOTHER'S MAIDEN NAME | PERNITES           |                          |   |                               |
| SURNAME                  | PERNITES           |                          |   |                               |
| FIRST NAME               | CARIDAD            |                          |   |                               |
| MIDDLE NAME              | NAYRE              |                          | (Continue on separate sheet if necessary)           |                               |

### III. EDUCATIONAL BACKGROUND

| 26. LEVEL  | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full)        | PERIOD OF ATTENDANCE |            | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR<br>GRADUATED | SCHOLARSHIP/<br>ACADEMIC<br>HONORS<br>RECEIVED |
|--|-----------------------------------|---|----------------------|------------|--|-------------------|--|
|  |                                   |   | From                 | To         |  |                   |  |
| ELEMENTARY                                       | CAN-ADIENG ELEMENTARY<br>SCHOOL   | PRIMARY EDUCATION                                       | 05/06/1977           | 05/06/1983 | NA   | 1983              | NA   |
| SECONDARY  | ST. PETER'S COLLEGE OF<br>ORMOC   | HIGHSCHOOL  | 05/06/1983           | 05/06/1987 | NA   | 1987              | NA   |
| VOCATIONAL /<br>TRADE COURSE                     | NA                                | NA  | NA                   | NA         | NA   | NA                | NA   |
| COLLEGE  | UNIVERSITY OF SAN CARLOS          | B.S PSYCHOLOGY  | 05/06/1987           | 05/06/1991 | NA   | 1991              | NA   |
| GRADUATE STUDIES                                 | UNIVERSITY OF BOHOL               | MASTER OF ARTS IN GUIDANCE AND<br>COIUNSELING           | 15/06/2013           | 20/10/2015 | NA   | 2015              | MAGNA<br>CUM LAUDE                             |
| POST GRADUATE STUDIES                            | UNIVERSITY OF BOHOL               | DOCTOR OF PHILOSOPHY MAJOR IN<br>EDUCATIONAL MANAGEMENT | 15/07/2017           | 20/10/2018 | NA   | 2018              | SUMMA<br>CUM LAUDE                             |
| <i>(Continue on separate sheet if necessary)</i> |                                   |   |                      |            |  |                   |  |
| SIGNATURE  |                                   |   | DATE                 |            | November 22,2023                                     |                   |  |

