

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	MACAYAN		
FIRST NAME	JETRO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	LORICA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/25/1998	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	ALANGALANG, LEYTE	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	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ Baybay _____ Leyte _____ City/Municipality _____ Province _____ ZIP CODE 6521
7. HEIGHT (m)	1.68	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ San Antonio Farm _____ Subdivision/Village _____ Barangay _____ Alangalang _____ Leyte _____ City/Municipality _____ Province _____ ZIP CODE 6517
8. WEIGHT (kg)	80		
9. BLOOD TYPE	N/A		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121251770679	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	132502637790		20. MOBILE NO.
13. SSS NO.	3485230010	21. E-MAIL ADDRESS (if any)	
14. TIN NO.	746916712		
15. AGENCY EMPLOYEE NO.	N/A		

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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	MACAYAN		N/A	N/A
FIRST NAME	EDGARDO	SR.	N/A	N/A
MIDDLE NAME	GLORE		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	MACAYAN		N/A	N/A
FIRST NAME	MA. LILIBETH		N/A	N/A
MIDDLE NAME	LORICA		(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	M. CASAUS ELEMNTARY SCHOOL	PRIMAY EDUCATION	2005	2011		2011	With Honors
SECONDARY	ALANGALANG NATIONAL HIGH SCHOOL	SECONDRY EDUCATION	2011	2015		2015	Class Achiever
VOCATIONAL / TRADE COURSE	CALL CENTER ACADEMY	CONTACT SERVICE TRAINING	8/9/2021	9/21/2021		2021	With Honors
COLLEGE	LEYTE NORMAL UNIVERSITY	Bachelor in Secondary Education major in SOCIAL STUDIES	6/15/2015	5/23/2019		2019	Practicum Awardee
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	Master of Arts in SOCIAL SCIENCES	2/18/2022	PRESENT		N/A	N/A

SIGNATURE

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

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

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
National Service Training program	2/15/2022	6/17/2023	N/A	Coordinator

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
DIGITAL TAYO SERIES: DIGITAL PARENTING	8/30/2021	8/30/2021	2.0	Technical	DICT MINDANAO
DIGITALTAYO SERIES: PROTECTING YOUR DIGITAL FOOTPRINTS	8/30/2021	8/30/2021	2.0	Technical	DICT MINDANO
COMPUTER HARDWARE	8/23/2021	8/24/2021	16.0	Technical	DICT MINDANAO
VSUEE WEBINAR-WORKSHOP	2/9/2022	2/10/2022	16.0	Technical	VSU-BAYBAY
VSU FACULTY ON BOARDING	2/7/2022	2/8/2022	16.0	Technical	VSU-BAYBAY
A SYMPOSIUM: VOTER'S EDUCATION AND THE MANY FACES OF DEMOCRACY	6/2/2022	6/3/2022	16.0	Technical	DLABS
THE INTERNATIONAL FORUM ON RESEARCH AND EDUCATION FOR SUSTAINABLE EDUCATION	3/11/2022	3/11/2022	3.0	Technical	LNU
ANINGAL GAD WEBINAR DUBBED AS RESONATING VOICES	3/11/2022	3/11/2022	3.0	Technical	LNU
PNPKI AND CYBERSECURITY DATA PRIVACY ORIENTATION WITH COMELEC	2/8/2022	2/8/2022	8.0	Technical	DICT LUZON
MANDATORY ORIENTATION AND REORIENTATION OF ACADEMIC ADVISERS, DEPARTMENT ENROLLMENT FOCAL PERSONS, AND COLLEGE HOTLINE AGENTS	2/3/2022	2/3/2022	8.0	Technical	VSU-BAYBAY
WORKSHOP ON COURSE MODULE DEVELOPMENT	7/2/2022	7/2/2022	2.0	Technical	DICT MINDANAO
TEACHING AND LEARNING IN THE TIME OF COVID 19: OPTIONS, DIRECTIONS, AND CHALLENGES	7/3/2022	7/3/2022	1.0	Technical	DICT MINDANAO
EMEGENCY PREPAREDNESS AND RESPONSE	7/4/2022	7/4/2022	1.0	Supervisory	UNICEF
OFFLINE TECHNOLOGIES FOR REMOTE TEACHING AND LEARNING	7/7/2022	7/4/2022	1.0	Technical	DICT MINDANAO
"Webinar on Voluntary Sector Management Education Amidst Global Trends: Meeting the Challenges of Gender Equality and Pro-People Development"	2/24/2023	2/24/2023	3.0	Managerial	U.P. OPEN UNIVERSITY
SAFER INTERNET DAY	2/17/2023	2/17/2023	4.0	Technical	DICT BASULTA
Gender Sensitivity training	2/13/2023	3/10/2023	16.0	Technical	U.P. OPEN UNIVERSITY
CREATIVE WEB DESIGN	11/11/2022	12/3/2022	114.0	Technical	Northridge Institute of Business and Technology Inc.

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Singing	2nd Placer: Brgy. Teen Category	N/A

(Continue on separate sheet if necessary)

SIGNATURE			
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<p>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,</p> <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> <hr/> <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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Resignation for My LET EXAM</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 style="text-align: right;">If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>JETT QUEBEC</td> <td>TACLOBAN, CITY</td> <td>09185459928</td> </tr> <tr> <td>ROSE CAPULLA</td> <td>BAYBAY, CITY</td> <td>09369274295</td> </tr> <tr> <td>MARY JOY MORA</td> <td>PASTRANA LEYTE</td> <td>09354482401</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JETT QUEBEC	TACLOBAN, CITY	09185459928	ROSE CAPULLA	BAYBAY, CITY	09369274295	MARY JOY MORA	PASTRANA LEYTE	09354482401
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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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: PRC</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: 1891421</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: 2/3/2022- TACLOBAN CITY</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: PRC	ID/License/Passport No.: 1891421	Date/Place of Issuance: 2/3/2022- TACLOBAN CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: center; padding: 2px;">Signature (Sign inside the box)</td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)		Date Accomplished			
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<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p style="text-align: center;">ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size)</p> <p style="text-align: center;">Computer generated or photocopied picture is not acceptable</p> <p style="text-align: center;">PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <p style="text-align: right; margin-top: 5px;">Right Thumbmark</p>													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center; margin-top: 5px;">Person Administering Oath</p>													