

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	SACEDON		
FIRST NAME	ANALIE		NAME EXTENSION (JR., SR)
MIDDLE NAME	ODIAS		
3. DATE OF BIRTH (mm/dd/yyyy)	07/17/2000	16. CITIZENSHIP	Pls. indicate country: PHILIPPINES
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	FEMALE		
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	
		House/Block/Lot No.	Street
			GUADALUPE
		Subdivision/Village	Barangay
		BAYBAY	LEYTE
		City/Municipality	Province
7. HEIGHT (m)	1.62		
8. WEIGHT (kg)	52	ZIP CODE	
9. BLOOD TYPE		18. PERMANENT ADDRESS	
		House/Block/Lot No.	Street
			GUADALUPE
		Subdivision/Village	Barangay
		BAYBAY	LEYTE
		City/Municipality	Province
10. GSIS ID NO.		ZIP CODE	6521
11. PAG-IBIG ID NO.	121340191254		
12. PHILHEALTH NO.			
13. SSS NO.	06-4809497-3	19. TELEPHONE NO.	
14. TIN NO.	648-395-484-00000	20. MOBILE NO.	+639682167371
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	analieodiassacedon@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	SACEDON			
FIRST NAME	MARLON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	FLORES			
25. MOTHER'S MAIDEN NAME	GELIO			
SURNAME	SACEDON			
FIRST NAME	MERCEDITA			
MIDDLE NAME	ODIAS		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	BASIC EDUCATION				2013	With Honors
SECONDARY	VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL	SCIENCE, TEACHNOLOGY, ENGINEERING AND MATHEMATICS				2019	
VOCATIONAL /							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE				2023	CUM LAUDE
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 5, 2024
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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		DATE	06/05/2024
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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		

(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)

30. 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			
TEACHING INTERNSHIP	03/07/2023	05/15/2023	360.0	Foundation	Visayas State University, College of Education
I Can Do It: Basic Education Teachers Action Research Capacity Building	06/07/2023	06/07/2023	8.0	Foundation	Visayas State University, College of Education in collaboration with DepEd-Baybay City Division
STEM Strand Work Immersion			80.0	Foundation	Visayas State University Integrated High School
Gender Equality, Disability and Social Inclusion	04/14/2023	04/14/2023	1.5	Foundation	Department of Education-Baybay City Division
Leaving No One Behind	03/17/2023	03/17/2023	1.5	Foundation	Department of Education-Baybay City Division
Symposium on Gender Equality and Inclusive Society	03/24/2023	03/24/2023	1.5	Foundation	Department of Education-Baybay City Division





(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Writing		
Reading		
Digital Art		
Graphic Designing		
Photo Editing		
Video Editing		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/05/2024
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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)?	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?	If YES, give details: _____													
	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?	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?	If YES, give details: _____													
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?	If YES, give details: _____													
	If YES, give details: _____													
39. Have you acquired the status of an immigrant or permanent resident of another country?	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?	If YES, please specify: _____													
	If YES, please specify ID No: _____													
	If YES, please specify ID No: _____													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Joy A. Bellen</td><td>joy.bellen@vsu.edu.ph</td><td></td></tr><tr><td>Kristine S. Lombardi</td><td>kristine.lombardi@deped.gov.ph</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Joy A. Bellen	joy.bellen@vsu.edu.ph		Kristine S. Lombardi	kristine.lombardi@deped.gov.ph				
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Joy A. Bellen	joy.bellen@vsu.edu.ph													
Kristine S. Lombardi	kristine.lombardi@deped.gov.ph													
42. <small>Indicate under each box how personally accomplished the Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions, departmental rules and regulations of the Republic of the Philippines. I authorize the agency head/department 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 cases against me.</small>														
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: Philippine Identification Card</td></tr><tr><td>ID/License/Passport No.: 2174-0286-9809-3207</td></tr><tr><td>Date/Place of Issuance: 04/01/2022</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: Philippine Identification Card	ID/License/Passport No.: 2174-0286-9809-3207	Date/Place of Issuance: 04/01/2022	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>06/05/2024</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	06/05/2024	Date Accomplished	<div> PHOTO</div> <div></div> <div>Right Thumbmark</div>			
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Signature (Sign inside the box)														
06/05/2024														
Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>Person Administering Oath</div>														