

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	VERALLO		
FIRST NAME	ALDRINIEL	NAME EXTENSION (JR., SR) JR	
MIDDLE NAME	SERVANDO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/01/1999	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<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	DAGAMI, LEYTE		
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          ZIP CODE	BLK 5 LOT 21 ILOILO ST. House/Block/Lot No. Street KASSEL CITY SUBDIVISION BRGY. ABUCAY Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province 6500
7. HEIGHT (m)	1.65		
8. WEIGHT (kg)	136		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1212-6081-3825	18. PERMANENT ADDRESS          ZIP CODE	BLK 5 LOT 21 ILOILO ST. House/Block/Lot No. Street KASSEL CITY SUBDIVISION BRGY. ABUCAY Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province 6500
12. PHILHEALTH NO.	13-050209439-5		
13. SSS NO.	34-7656819-9		
14. TIN NO.	505324685-0000	19. TELEPHONE NO.	(053) 839-6480
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	(+63) 9183403130
		21. E-MAIL ADDRESS (if any)	aldrinielverallo43@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	VERALLO			
FIRST NAME	ALDRINIEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SEVEROS			
25. MOTHER'S MAIDEN NAME				
SURNAME	SERVANDO			
FIRST NAME	CRISTINA			
MIDDLE NAME	REGIS		(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	RIZAL CENTRAL SCHOOL		01/06/2005	03/04/2011		2011	
SECONDARY	LEYTE NATIONAL HIGH SCHOOL		01/06/2011	05/04/2015		2015	
VOCATIONAL / TRADE COURSE							
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES	06/15/2015	05/23/2019		2019	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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

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			
	Computer Systems Servicing NC II	06/01/2022	07/27*2022	320 hours	Technical	TESDA
	Contact Center Services NC II	07/19/2021	11/08/2021	44 hours	Technical	Technical Education And Skills Development Authority
	Advanced MS Excel Functions, Tips and Tricks	03/03/2021	05/03/2021	13 hours	Technical	Department of Information and Communications Technology
	Creating Surveys and Assessment Tools Using Google Forms and Other Online Resources	03/03/2021	03/03/2021	4 hours	Technical	Department of Information and Communications Technology
	Originality Check Using Online Plagiarism Tools	04/03/2021	04/03/2021	3 hours	Technical	Department of Information and Communications Technology
	Cybersecurity Awareness and Data Privacy	05/03/2021	05/03/2021	3 hours	Technical	Department of Information and Communications Technology
	ANG SAYSAY NG 1872 SA HISTORIOGRAPIYANG PILIPINO: Samu't Saring Pananaw	02/03/2022	02/03/2022	4 hours	Professional	National Historical Commission of the Philippines
	High-Level Forum on Teacher Competencies in the Digital Revolution: Reaching the Unreached	03/07/2021	03/07/2021	3 hours	Professional	SEAMEO INNOTECH
	Teach Talk: How to teach and manage your Gen Z class - Critical Approaches	12/13/2021	12/13/2021	4 hours	Professional	University of the Philippines Diliman - General Education Center
	"Religion, Colonialism, and the Revolution: Quincentennial Reflections"	11/11/2021	11/11/2021	5 hours	Professional	National Historical Commission of the Philippines
	GAD Forum on VAWC	10/11/2021	10/11/2021	2 hours	Professional	EVSU Gender and Development
	DESIGNING INNOVATIVE e-CLASSROOM MANAGEMENT SYSTEMS	01/10/2021	01/10/2021	3 hours	Managerial	Department of Information and Communications Technology

(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)
	TEACHING				LITERACY TRAINING SERVICE
	DANCING				
	PHOTO EDITING				
	BASKETBALL				
	VOLLEYBALL				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		ADDRESS
REGINE BABON		QUARRY DIST, TACLOBAN CITY
DEXTHER DE JOSE		BASEY, SAMAR
GENOVIVA GONZALES		ABUCAY, TACLOBAN CITY
TEL. NO.		9653582988
		9461302785
		9553769925
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.		
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC ID</div> <div>ID/License/Passport No.: 1865813</div> <div>Date/Place of Issuance: 01/28/2020, PRC REGIONAL OFFICE VIII</div>		<div></div> <div>Signature (Sign inside the box)</div> <div></div> <div>Date Accomplished</div>
		<div>ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size)</div> <div>Computer generated or photocopied picture is not acceptable</div> <div>PHOTO</div>
		<div></div> <div>Right Thumbmark</div>
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>		