

## 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	NOVE		
FIRST NAME	BERNADETH		NAME EXTENSION (JR., SR)
MIDDLE NAME	NEDIA		
3. DATE OF BIRTH (mm/dd/yyyy)	3/11/1999	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	ABUYOG LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	N/A TARRAGONA ST House/Block/Lot No. Street N/A POBLACION DISTRICT 1 Subdivision/Village Barangay MACARTHUR LEYTE City/Municipality Province
7. HEIGHT (m)	1.51		
8. WEIGHT (kg)	60	ZIP CODE	6509
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	N/A TARRAGONA ST House/Block/Lot No. Street N/A POBLACION DISTRICT 1 Subdivision/Village Barangay MACARTHUR LEYTE City/Municipality Province
10. GSS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	ZIP CODE	6509
12. PHILHEALTH NO.	13-252326829-9		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	09356204226
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	novebrmdth19@gmail.com

## 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	NAME EXTENSION (JR., SR)			
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	NOVE			
FIRST NAME	BIENVENIDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GABRITO			
25. MOTHER'S MAIDEN NAME				
SURNAME	NEDIA			
FIRST NAME	NILDA			
MIDDLE NAME	ACALA			

(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	MACARTHUR CENTRAL SCHOOL	PRIMARY	2005	2012	ELEMENTARY	2012	N/A
SECONDARY	MACARTHUR NATIONAL HIGH SCHOOL	SECONDARY	2012	2016	HIGH SCHOOL	2016	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	2019	2023	GRADUATED	2023	ACADEMIC ACHIEVER
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

FEBRUARY 6, 2024



[illegible]

## V. WORK EXPERIENCE

[illegible]**SIGNATURE****DATE**

FEBRUARY 6, 2024



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

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(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)
COMPUTER LITERACY	N/A	N/A
COMMUNICATION		
TEAMWORK		
ORGANIZATION		
DATA MANAGEMENT		
DATA ANALYSIS		
SINGING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 6, 2024
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