

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. ☒ 1. CS ID (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ITABLE			
FIRST NAME	HELEN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PALCO			
3. DATE OF BIRTH (mm/dd/yyyy)	2/9/2000	16. CITIZENSHIP	Pls. indicate country:	
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.		
5. SEX				
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	PUROK 1 SITIO SAGKAAN	
			House/Block/Lot No.	Street
			BIASONG	
			Subdivision/Village	Barangay
			BAYBAY CITY	LEYTE
7. HEIGHT (m)	1.499 m		City/Municipality	Province
8. WEIGHT (kg)	45 kg	ZIP CODE	6521	
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	PUROK 1 SITIO SAGKAAN	
			House/Block/Lot No.	Street
			BIASONG	
			Subdivision/Village	Barangay
			BAYBAY CITY	LEYTE
10. GSIS ID NO.	N/A		City/Municipality	Province
11. PAG-IBIG ID NO.	121306413454			
12. PHILHEALTH NO.	13-0256065887	ZIP CODE	6521	
13. SSS NO.	06-4455752-4	19. TELEPHONE NO.	N/A	

14. TIN NO.	614-236-608	20. MOBILE NO.	0928-923-3760 / 0981-530-3924				
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS	helenitable09@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	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	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	ITABLE						
FIRST NAME	HERMELINO						
MIDDLE NAME	CALDERON						
25 MOTHER'S MAIDEN NAME							
SURNAME	PALCO						
FIRST NAME	LUZ						
MIDDLE NAME	AGUELO		(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	BIASONG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	GRADUATED	2012	1st HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2012	2016	GRADUATED	2016	N/A
SECONDARY (SENIOR HIGH)	BAYBAY CITY SENIOR HIGH SCHOOL	ACCOUNTANCY BUSINESS MANAGEMENT	2016	2018	GRADUATED	2018	WITH HIGH HONOR

COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2018	2022	GRADUATED	2022	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<i>(Continue on separate sheet if necessary)</i>							
SIGNATURE			DATE		September 29, 2023		


IV. CIVIL SERVICE ELIGIBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)		
					NUMBER	Date of Validity	
N/A		N/A	N/A	N/A	N/A	N/A	
<i>(Continue on separate sheet if necessary)</i>							
V. WORK EXPERIENCE							
<i>(Include private employment. Start from your recent work) Description of duties should be indicated in the attached</i>							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
11/18/2022	8/3/2023	CUSTOMER SERVICE REPRESENTATIVE	OPTUM GLOBAL SOLUTIONS	21600.00	22	REGULAR	N/A

[illegible]





<i>(Continue on separate sheet if necessary)</i>							
SIGNATURE	<i>he / Staller</i>			DATE	September 29, 2023		

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			
	BAYBAY CITY YOUTH AT BAYBAY CITY, LEYTE	04/18/2022	04/22/2022	30HRS	VOLUNTEER	
(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			
	N/A	N/A	N/A	N/A	N/A	N/A

<i>(Continue on separate sheet if necessary)</i>					
VIII. OTHER INFORMATION					

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ ORGANIZATION (Write in full)
CUSTOMER SERVICE SKILLS	N/A	N/A
COMMUNICATION SKILLS		
ACTIVE LISTENING		
FLEXIBLE		
PLAYING CHESS		
READING		
<i>(Continue on separate sheet if necessary)</i>		
SIGNATURE		DATE
		September 29, 2023

<p>34. Are you related by consanguinity or affinity to the appointing or 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>If YES, give details:</p> <p>_____</p> <p>_____</p> <p>_____</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>If YES, give details:</p> <p>_____</p> <hr/> <p>If YES, give details:</p> <p>Date _____</p> <p>Place 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>If YES, give details:</p> <p>_____</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>If YES, give details:</p> <p>_____</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>If YES, give details: _____</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p>If YES, give details (country):</p> <p>_____</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>Are you a member of any indigenous group?</p> <p>Are you a person with disability?</p> <p>Are you a solo parent?</p>		<p>If YES, please specify: _____</p> <p>If YES, please specify ID 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"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>EDGAR B. ITABLE</td><td>BIASONG BAYBAY CITY, LEYTE</td><td>9262571284</td></tr><tr><td>CLE MARVEN BALAGA</td><td>BAYBAY CITY, LEYTE</td><td>9168794435</td></tr><tr><td>MORLON T. ANDRINO</td><td>BAYBAY CITY, LEYTE</td><td>9639647735</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	EDGAR B. ITABLE	BIASONG BAYBAY CITY, LEYTE	9262571284	CLE MARVEN BALAGA	BAYBAY CITY, LEYTE	9168794435	MORLON T. ANDRINO	BAYBAY CITY, LEYTE	9639647735		
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<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet</p>		 <p>he/Itable</p> <p>PHOTO</p>														
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<p>ED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated</p>																

