

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 if accomplished through own handwriting. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

I. PERSONAL INFORMATION

1. SURNAME	ALCOY		
2. FIRST NAME	MARIE CLAIRE		NAME EXTENSION (JR, SR) N/A
MIDDLE NAME	MONGE		
3. DATE OF BIRTH (dd/mm/yyyy)	03/03/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	<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	ZONE ARIES Street PAMING Barangay LEYTE Province
7. HEIGHT (m)	1.55 m	ZIP CODE	House/Block/Lot No.
8. WEIGHT (kg)	53 kg		Subdivision/Village
9. BLOOD TYPE	N/A		PALO City/Municipality
10. UMD ID NO.	N/A	18. PERMANENT ADDRESS	ZONE ARIES Street PAMING Barangay LEYTE Province
11. PAG-IBIG ID NO.	121341790920	ZIP CODE	House/Block/Lot No.
12. PhilHEALTH NO.	13-025602508-7		Subdivision/Village
13. PhilSys Number (PSN):	5784-3879-8276-9426		PALO City/Municipality
14. TIN NO.	651-414-317-00000	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	0997-889-3096
		21. E-MAIL ADDRESS (if any)	marieclaire0399@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR, SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALCOY			
FIRST NAME	RENATO	NAME EXTENSION (JR, SR) N/A		
MIDDLE NAME	FLOR			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONGE			
FIRST NAME	BELINDA			
MIDDLE NAME	CAHINGCOY			

(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	PAMING ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	GRADUATED	2012	VALEDICTORIAN
SECONDARY	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	ACCOUNTANCY, BUSINESS, AND MANAGEMENT	2012	2016	GRADUATED	2016	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	2018	2022	GRADUATED	2022	MAGNA CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	October 15, 2025

IV. CIVIL SERVICE ELIGIBILITY						
27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/BAR)/UNDER SPECIAL LAWS/CATEGORY IV /V ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Valid Until
LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS	91.6%	9/29/2023	TACLOBAN CITY	0931526	05/04/26	
PD No. 907 - HONOR GRADUATE	N/A	04/12/2023	CSC RO VIII	100108230596	04/12/2023	
	NOTHING	FOLLOWS				

V. WORK EXPERIENCE

(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience Sheet.

SIGNATURE		DATE	
		October 15, 2025	

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

[illegible]

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

[illegible]

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 LITERATE		N/A		N/A
	CRITICAL THINKER				
	COMMUNICATION SKILL				
	LEADERSHIP SKILL				
	INTERPERSONAL SKILL				
		<i>(Add here on separate sheet if necessary)</i>			
SIGNATURE		DATE		October 15, 2025	

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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☐ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☒ NO

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? ☐ YES ☒ NO

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? ☐ YES ☒ NO

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)? ☐ YES ☒ NO

If YES, give details: _____

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? ☐ YES ☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), please answer the following items:

a. Are you a member of any indigenous group? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL
JACKLYN RIWA ALVAREZ	PAWING, PALO, LEYTE	9268929559
LILIAN MALIGRO	LAPU-LAPU CITY, CEBU	9175685721
RICO RICARDO QUISUMBING	PAWING, PALO, LEYTE	9614670584

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.



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.: 2176871

Date/Place of Issuance: 03/25/2024/TACLOBAN CITY

Signature (Sign inside the box)

OCTOBER 15, 2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this **21 OCT 2025** at _____, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. JERRY S. UY
Notary Public
Until December 31, 2025
Appointment No. NC 2024-01-65
168 M.L.P. District Office, Tacloban City
PTR No. 8663871, Jan. 3, 2025, Tacloban City
Roll of Attorney No. 38153, IBP Lifetime No. 06666