

# PERSONAL DATA SHEET

**WARNING: Any misinterpretation 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 box(es) 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. LAST NAME	DAGA		
FIRST NAME	NOREEN SELINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CABAHUG		
3. DATE OF BIRTH (mm/dd/yyyy)	01/12/1992	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	BONTOC, SOUTHERN 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	Mary Palmer House/Block/Lot No. Street <b>TALISAY</b> Subdivision/Village Barangay <b>BONTOC SOUTHERN LEYTE</b> City/Municipality Province <b>6604</b>
7. HEIGHT (m)	1.4	ZIP CODE	
8. WEIGHT (kg)	47.5		
9. BLOOD TYPE	O*	18. PERMANENT ADDRESS	Mary Palmer House/Block/Lot No. Street <b>TALISAY</b> Subdivision/Village Barangay <b>BONTOC SOUTHERN LEYTE</b> City/Municipality Province <b>6604</b>
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1211 1483 2581	ZIP CODE	
12. PHILHEALTH NO.	12-051316396-2		
13. SSS NO.	06-3498818-7	19. TELEPHONE NO.	N/A
14. TIN NO.	434-606-763	20. MOBILE NO.	+63966-388-0573
15. AGENCY EMPLOYEE NO.	1005799	21. E-MAIL ADDRESS (if any)	<a href="mailto:iamnoreen12@gmail.com">iamnoreen12@gmail.com</a>

## 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)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	DAGA			
FIRST NAME	MANOLITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LIHAY-LIHAY			
25. MOTHER'S MAIDEN NAME				
SURNAME	CABAHUG			
FIRST NAME	MA. VICTORIA			
MIDDLE NAME	TANTOY		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BONTOC CENTRAL SCHOOL	ELEMENTARY	1998	2004	GRADUATED	2004	SALUTATORIAN
SECONDARY	BONTOC NATIONAL HIGH SCHOOL	HIGH SCHOOL	2004	2008	GRADUATED	2008	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	ST. PAUL SCHOOL OF BUSINESS & LAW	BACHELOR OF SCIENCE IN ACCOUNTANCY	2008	2013	GRADUATED	2013	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

August 15, 2021

#### 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)

<b>SIGNATURE</b>		<b>DATE</b>	August 15, 2021
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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		
	N/A	N/A	N/A	N/A	N/A

*(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*

[illegible]

(Continue on separate sheet if necessary)

**VIII. OTHER INFORMATION**




31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	N/A	N/A		Member - Philippine Institute of Certified Public Accountants

*(Continue on separate sheet if necessary)*

**SIGNATURE**



DATE

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">Involuntary retirement due to cessation of plant operations</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</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>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MS. SANDRA O. ALCOBER</td> <td>TUNGA-TUNGA, MAASIN CITY, SOUTHERN LEYTE</td> <td>0917-705-1508</td> </tr> <tr> <td>HON. PEDRO V. FUSTANES, JR.</td> <td>POBLACION, BONTOC, SOUTHERN LEYTE</td> <td>0917-882-0182</td> </tr> <tr> <td>MR. JASON CALVA</td> <td>MAASIN CITY, SOUTHERN LEYTE</td> <td>0927-471-6188</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MS. SANDRA O. ALCOBER	TUNGA-TUNGA, MAASIN CITY, SOUTHERN LEYTE	0917-705-1508	HON. PEDRO V. FUSTANES, JR.	POBLACION, BONTOC, SOUTHERN LEYTE	0917-882-0182	MR. JASON CALVA	MAASIN CITY, SOUTHERN LEYTE	0927-471-6188
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<p>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.</p>													
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													



PHOTO

