

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	COLON		
FIRST NAME	RACHELE DANICA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GILLESANIA		
3. DATE OF BIRTH (mm/dd/yyyy)	02/07/1990	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	ORMOC CITY, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.6	17. RESIDENTIAL ADDRESS	184 House/Block/Lot No. Street HOMBAYON TABUNOK Subdivision/Village Barangay ISABEL LEYTE City/Municipality Province
8. WEIGHT (kg)	57	ZIP CODE	
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	184 House/Block/Lot No. Street HOMBAYON TABUNOK Subdivision/Village Barangay ISABEL LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6539
11. PAG-IBIG ID NO.	1211 5166 8875	19. TELEPHONE NO.	
12. PHILHEALTH NO.	01-052020145-4	20. MOBILE NO.	09178916377
13. SSS NO.	07-2949824-9	21. E-MAIL ADDRESS (if any)	colon.rachele@gmail.com
14. TIN NO.	320-826-686-000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

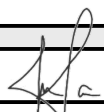
22. SPOUSE'S SURNAME	MACIAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	VAL THEODORE	NAME EXTENSION (JR., SR)	EMPEROR SHAZ C. MACIAS	10/15/2022
MIDDLE NAME	PABUAYA			
OCCUPATION	ENGINEER			
EMPLOYER/BUSINESS NAME	PASAR			
BUSINESS ADDRESS	Leyte Industrial Development Estate, Isabel, Leyte 6539			
TELEPHONE NO.				
24. FATHER'S SURNAME	COLON			
FIRST NAME	RICARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GPMEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	GILLESANIA			
FIRST NAME	DIVINIA			
MIDDLE NAME	TAPANG		(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	LIDE LEARNING CENTER, INC.		June 1997	April 2003		2003	
SECONDARY	LIDE LEARNING CENTER, INC.		June 2003	March 2007		2007	1st Honorable Mention
VOCATIONAL / TRADE COURSE							
COLLEGE	SILLIMAN UNIVERSITY	BS CIVIL ENGINEERING	June 2010	March 2014		2014	College Honor, 2011
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE



DATE

March 13, 2024

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
	CIVIL ENGINEERING BOARD EXAM		December 6-7, 2014	CEBU CITY	0135215	02/07/2026
	DRIVER'S LICENSE			CEBU CITY	G01-15-002399	02/07/2033

(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)

SIGNATURE	
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DATE

March 13, 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&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)
Baking and Cooking		
Customer Service		
Editing through Photoshop and Canva		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 13, 2024
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<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 checked="" 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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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>Reah Mae Cuevas</td> <td>Liloan Cebu</td> <td>09178094074</td> </tr> <tr> <td>Juan Tormis</td> <td>Cebu City</td> <td>09177140828</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Reah Mae Cuevas	Liloan Cebu	09178094074	Juan Tormis	Cebu City	09177140828					
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Reah Mae Cuevas	Liloan Cebu	09178094074													
Juan Tormis	Cebu City	09177140828													
<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>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>PRC ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0135215</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>12/16/2014 / Cebu City</td> </tr> </table>	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	ID/License/Passport No.:	0135215	Date/Place of Issuance:	12/16/2014 / Cebu City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">March 13, 2024</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	March 13, 2024	Date Accomplished
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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: 60px; margin: 0 auto; text-align: center; padding-top: 10px;"> Person Administering Oath </div>															



PHOTO



Right Thumbmark

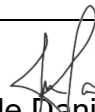
WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: August 1, 2018 – February 4, 2024
- Position: Property Manager
- Name of Office/Unit: Property Management
- Immediate Supervisor: Ronald Corilla| Roland Uy| Greg Perral
- Name of Agency/Organization and Location: Jones Lang LaSalle Inc.| Ayala Property Management Corp.; Cebu City
- List of Accomplishments and Contributions (if any)
 - Developed Emergency Action Plan
 - Digitalized forms
 - Improved the collection efficiency and customer service of the properties I have handled through timely collection of dues and quick turnaround in addressing concerns.
- Summary of Actual Duties
 - I manage, plan, coordinate and monitor the regular Property Operations, which includes but not limited to:
 - Administrative Management – I ensure timely information dissemination to clients and residents of the property and oversee the contracted services, plan out activities for the residents and training programs for the staff as well, yearly assessment of staff and contractor's performance
 - Documents and Records Management – I ensure records of the property are intact and properly kept these records ranges from profile and personal data of the residents to the profile of the building I manage including the assets, equipment within it, records of government compliances. I ensure that we protect data collected in accordance with the Data Privacy Policy of the company. I have handled sensitive information and have treated it with utmost confidentiality.
 - Report Writing – I make periodic reports such as monthly reports to principal and corporate office to inform of the progress of the property from the financial, administrative, technical, and engineering to the general housekeep, safety and security.
 - Facilitation – I facilitate the monthly meetings with the Board of Directors and the annual General Assemblies of Unit Owners. I present the reports I have prepared on those meetings. I also regularly facilitate the daily coordination meeting with my staff where we discuss property updates.
 - Monitoring and Evaluation – I monitor the regulatory compliances of the property and ensure that all compliances are updated. I also monitor the validity of all the contracts engaged by the property and evaluate the performance of our contracted services.
 - Peer Mentoring – Part of my responsibility is to assess the performance of my staff and ensure that they undergo the proper training needed for their job

- Critical Thinking and Problem Solving – In order to arrive at the best course of action in every scenario such as equipment breakdown, emergency scenarios and customer concerns.
- Process Management – We continuously improve our existing process to give the best customer experience to our guests and residents (eg. Shifting to a digital application of permits, hybrid meeting options for our board and residents on our Annual General Assemblies).



Rachele Danica G. Colon
(Signature over Printed Name
of Employee/Applicant)

Date: March 13, 2024