

# 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	GAYO		
FIRST NAME	ROA KATHLEEN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BOSQUE		
3. DATE OF BIRTH (mm/dd/yyyy)	3/14/1996	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	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	PUROK 2 House/Block/Lot No. Street PUROK 2 Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
7. HEIGHT (m)	150m	18. PERMANENT ADDRESS	PUROK 2 House/Block/Lot No. Street PUROK 2 Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
8. WEIGHT (kg)	53 kg	19. TELEPHONE NO.	NONE
9. BLOOD TYPE	O-	20. MOBILE NO.	09533647889
10. GSIS ID NO	N/A	21. E-MAIL ADDRESS (if any)	kathleengayo14@yahoo.com
11. PAG-IBIG ID NO.	1211-8614-2533		
12. PHILHEALTH NO.	132507111525		
13. SSS NO	06-3897396-5		
14. TIN NO.	333-308-326		
15. AGENCY EMPLOYEE NO.			

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		KEITH XAVIER G. DELA CRUZ	8/29/2016
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO			
24. FATHER'S SURNAME	GAYO		
FIRST NAME	ANGELITO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ORNOPIA		
25. MOTHER'S MAIDEN NAME	ASUNCION DACERA BOSQUE		
SURNAME	BOSQUE		
FIRST NAME	ASUNCION		
MIDDLE NAME	DACERA		

(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	CAN-ADIENG ELEMENTARY SCHOOL	GRADUATE	June 2002	Mar 2008		2008	VALEDICTORIAN
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	GRADUATE	June 2008	Mar 2012		2012	ACADEMIC AWARDEE
VOCATIONAL / TRADE COURSE							
COLLEGE	WESTERN LEYTE COLLEGE OF ORMOC	BACHELOR OF SCIENCE IN ACCOUNTANCY	June 2012	Mar 2016		2016	AWARDEE
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE	01-13-2025
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
NONE					

(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 Chief/Executive/Managerial positions)


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			
	Orientation on Modernized Philgeps cum Hands-on Training on Philgeps	6/13/2024	6/14/2024	16 hrs.		DEPARTMENT OF AGRICULTURE thru PROCUREMENT SERVICES OFFICE
	BASIC OCCUPATIONAL SAFETY AND HEALTH TRAINING	5/26/2022	5/28/2022	16 hrs.		OVALDESK INCORPORATED
	GREEN ME (MY ENTERPRISE)	3/22/2023	3/22/2023	8 hrs.		REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD
	BASIC BOOKKEEPING & STOCK CONTROL	3/1/2023	3/1/2023	8 hrs.		REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD
	BIR UPDATES, TRAIN LAW UPDATES & DUE PROCESS IN BIR AUDIT SEMINAR	10/17/2019	10/17/2019	8 hrs.		Philippine Institute of Certified Public Accountants- ORMOC CHAPTER
	INCOME TAX BASICS, BUSINESS REGISTRATION, & LOCAL BUSINESS TAXES SEMINAR	8/31/2017	8/31/2017	8 hrs.		Philippine Institute of Certified Public Accountants- ORMOC CHAPTER

(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)
	SAFETY OFFICER I	NONE		NONE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01-13-2025
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