

# 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	CATUBAY		
FIRST NAME	JOY LIZBETH	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BELLO		
3. DATE OF BIRTH (mm/dd/yyyy)	02/21/2001	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	MAYDOLONG, EASTERN SAMAR	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	PUROK 7 House/Block/Lot No. Street MAYBOCOG Subdivision/Village Barangay MAYDOLONG EASTERN SAMAR City/Municipality Province ZIP CODE 6802
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:	18. PERMANENT ADDRESS	PUROK 7 House/Block/Lot No. Street MAYBOCOG Subdivision/Village Barangay MAYDOLONG EASTERN SAMAR City/Municipality Province ZIP CODE 6802
7. HEIGHT (m)	1.47	19. TELEPHONE NO.	N/A
8. WEIGHT (kg)	38	20. MOBILE NO.	09676280657
9. BLOOD TYPE	N/A	21. E-MAIL ADDRESS (if any)	joylizbeth201catubay@gmail.com
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A		
14. TIN NO.	665-674-438		
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	CATUBAY		
FIRST NAME	FELINO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BAJADO		
25. MOTHER'S MAIDEN NAME			
SURNAME	BELLO		
FIRST NAME	RIZA		
MIDDLE NAME	GUITORIA		(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	MAYBOCOG ELEMENTARY SCHOOL	N/A	2007	2013	N/A	2013	WITH HONORS
SECONDARY	EASTERN SAMAR NATIONAL COMPREHENSIVE HIGH SCHOOL	SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS	2017	2019	N/A	2019	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	EASTERN SAMAR STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF SCIENCE IN BIOLOGY	2019	2024	N/A	2024	DEAN'S LISTER
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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## 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)

SIGNATURE		DATE	
C.		5/15/25	




[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the Program	
2. Description of the Program	
3. Date Attended	
4. Location	
5. Duration	
6. Facilitator	
7. Participants	
8. Objectives	
9. Key Takeaways	
10. Action Items	
11. Feedback	
12. Other Comments	

[illegible]

### VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	5/15/25
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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?  
b. within the fourth degree (for Local Government Unit - Career Employees)?  
☐ YES ☒ NO  
☐ 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); and (c) Solo Parents Welfare Act of 2000 (RA 8972), 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	ADDRESS	TEL. NO.
ALFREDO C. BULA	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - CENRO, BORONGAN EASTERN SAMAR	UNCERTAIN
BLENDA D. ASERIOS	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - CENRO, BORONGAN EASTERN SAMAR	UNCERTAIN
JESCEL HANNAH B. AMBIDA	EASTERN SAMAR STATE UNIVERSITY, BORONGAN EASTERN SAMAR	UNCERTAIN

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.



JOY LIZBETH S. CATUBAY

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: NATIONAL ID

ID/License/Passport No.: 3824-3980-4584-6730

Date/Place of Issuance: 01/04/2024

Signature (Sign inside the box)

5/15/25

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 15 MAY 2025, affiant exhibiting his/her validly issued government ID as indicated above.

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Book No. Lxxviii  
Series of 2025

ATTY. OLYMPIO B. AMBAL, JR.

Notary Public - Until December 31, 2025

Roll No. 53026; IBP Life Member Roll No. 015473

PTR No. 9962605 - 01/02/2025, Maydolong, E. Samar

Notarial Commission No. 12-05-2023-RTC-BR-2-B

MCLE Com. No. Vm-002875, 04/14/2025, Manila, Phils.

AMBAL LAW OFFICE, Maydolong, E. Samar