

**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	DULCE		
FIRST NAME	MARIA VENUS	NAME EXTENSION (JR., SR)	
MIDDLE NAME	OLAN-OLAN		
3. DATE OF BIRTH (mm/dd/yyyy)	3/6/1999	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	PALO 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:		
7. HEIGHT (m)	151cm	17. RESIDENTIAL ADDRESS	UPPER UTOD House/Block/Lot No. Street
8. WEIGHT (kg)	45		GUADALUPE Subdivision/Village Barangay
9. BLOOD TYPE	AB+		BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A		6521
11. PAG-IBIG ID NO.	1212-8785-1358		
12. PHILHEALTH NO.	13-025550189-6	18. PERMANENT ADDRESS	BLK. 19 LOT 22 House/Block/Lot No. Street
13. SSS NO.	34-9298205-0		VILLA THRESA HEIGHTS SAN ISIDRO Subdivision/Village Barangay
14. TIN NO.	369-726-694-00000		ORMOC CITY LEYTE City/Municipality Province
15. AGENCY EMPLOYEE NO.	N/A		6541
19. TELEPHONE NO.	0538888619		
20. MOBILE NO.	09496206401		
21. E-MAIL ADDRESS (if any)	venus.dulce@vsu.edu.ph		

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	N/A	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DULCE			
FIRST NAME	ROGER	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CALLOSA			
25. MOTHER'S MAIDEN NAME				
SURNAME	OLAN-OLAN			
FIRST NAME	JENIFER			
MIDDLE NAME	GERUNDIO		(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	COGON ELEMENTARY SCHOOL		2005	2011			N/A
SECONDARY	WESTERN LEYTE COLLEGE		2011	2015			N/A
VOCATIONAL / TRADE COURSE	N/A		N/A	N/A			N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR IN SECONDARY EDUCATION MAJOR IN MUSIC ARTS PHYSICAL EDUCATION AND HEALTH				2019	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPT. 7, 2022
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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		

(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			
	Field Experience Teacher	Oct. 20, 2018	3/3/2019	180 hrs.		Ipil National High School
	Philippine Red Cross "Basic Volunteer Orientation Course"	Oct. 06, 2019	Oct. 07, 2019	8hrs.		Eastern Visayas State University

(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)
	DANCING	Dance Troupe Awardee		Eastern Visayas State University Alugyaw Dance Troupe

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPT. 7, 2022
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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

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.
ROXY BANDEJO	ORMOC CITY	9989824823
FRANZ MARTIN SOMBILON CALLANO	ORMOC CITY	9498642277

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.

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:

ID/License/Passport No.:

Date/Place of Issuance:

Signature (Sign inside the box)

SEPT. 7, 2022

Date Accomplished

Right Thumbmark

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

Person Administering Oath

