

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 FIRST NAME MIDDLE NAME | RIFE | | |
| | JENIECEL | | NAME EXTENSION (JR., SR) |
| | ESCREBANO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | March 16, 1999 | 16. CITIZENSHIP If holder of dual citizenship, please indicate the details. | <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 | HILONGOS, LEYTE | | |
| 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 ZIP CODE | House/Block/Lot No. Street SITIO MASAGAY BAAS Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 1.45 | | |
| 8. WEIGHT (kg) | 1.40 | | 6524 |
| 9. BLOOD TYPE | O | | |
| 10. GSIS ID NO. | N/A | | |
| 11. PAG-IBIG ID NO. | N/A | 18. PERMANENT ADDRESS ZIP CODE | House/Block/Lot No. Street SITIO MASAGAY BAAS Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province |
| 12. PHILHEALTH NO. | 13-202848108-3 | | 6524 |
| 13. SSS NO. | N/A | | |
| 14. TIN NO. | N/A | 19. TELEPHONE NO. | N/A |
| 15. AGENCY EMPLOYEE NO. | N.A | 20. MOBILE NO. | 09386057052 |
| | | 21. E-MAIL ADDRESS (if any) | jeniecelerife@gmail.com |

II. FAMILY BACKGROUND

| | | | | |
|---|--------------------------|----------|---|----------------------------|
| 22. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME | N/A | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| | NAME EXTENSION (JR., SR) | | | |
| | N/A | | | |
| OCCUPATION | | | | |
| EMPLOYER/BUSINESS NAME | | | | |
| BUSINESS ADDRESS | | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME FIRST NAME MIDDLE NAME | RIFE | | | |
| | CASIANO | | | |
| | NAME EXTENSION (JR., SR) | | | |
| MIDDLE NAME | | CABUG-OS | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME FIRST NAME MIDDLE NAME | ESCREBANO | | | |
| | NORMA | | | |
| | LABRADOR | | | |
| (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 | BAAS ELEMENTARY SCHOOL | N/A | 06/06/2006 | 04/03/2012 | N/A | 2012 | N/A |
| SECONDARY | SAINT TERESA SCHOOL OF HILONGOS | HUMANITIES & SOCIAL SCIENCES | 06/14/2016 | 04/04/2018 | N/A | 2018 | WITH HONORS |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | VISAYAS STATE UNIVERSITY | BACHELOR OF SECONDARY EDUCATION MAJOR IN FILIPINO | 08/01/2018 | 08/12/2022 | N/A | 2022 | N/A |
| GRADUATE STUDIES | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| (Continue on separate sheet if necessary) | | | | | | | |

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| SIGNATURE |  | DATE | OCTOBER 15, 2023 |
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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)

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| SIGNATURE |  | DATE | OCTOBER 15, 2023 |
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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 | | |
| | MUNICIPAL HALL OF HILONGOS | 05/01/2018 | 05/30/2018 | 160.0 | JOB ORDER |
| | NSTP-CWTS, VSU-BAYBAY | 08/10/2019 | 03/07/2020 | 116.0 | STUDENT FACILITATOR |
| | | | | | |
| | | | | | |
| | | | | | |
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[illegible]

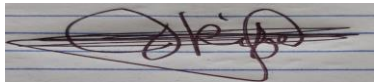

VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|---|--|---|
| COMPUTER LITERATE | | |
| ABLE TO COMMUNICATE BOTH IN ORAL AND WRITTEN (ENGLISH & FILIPINO) | | |
| GOOD INTRAPERSONAL AND INTERPERSONAL SKILLS | | |
| KNOWLEDGEABLE ENOUGH IN STATISTICAL DATA ANALYSIS | | |
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| SIGNATURE |  | DATE | OCTOBER 15, 2023 |
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OCTOBER 15, 2023

| | | |
|--|---|---|
| 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 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)? | | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> |
| 35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court? | | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> |
| | | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div> |
| 36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? | | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> |
| 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? | | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> |
| 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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? | | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> |
| 39. Have you acquired the status of an immigrant or permanent resident of another country? | | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div> |
| 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? b. Are you a person with disability? c. Are you a solo parent? | | <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee) | | |
| NAME | | ADDRESS |
| TEL. NO. | | |
| | | |
| | | |
| | | |
| 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. | | |
| <div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number</i></div> <div>Government Issued ID: 13-202848108-3</div> <div>ID/License/Passport No.:</div> <div>Date/Place of Issuance:</div> | <div></div> <div>Signature (Sign inside the box)</div> <div></div> <div>Date Accomplished</div> | <div></div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div> |
| SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. | | |
| <div></div> <div>Person Administering Oath</div> | | |