

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	ALCOBER		
FIRST NAME	PETER PAUL		NAME EXTENSION (JR., SR)
MIDDLE NAME	COTEJAR		
3. DATE OF BIRTH (mm/dd/yyyy)	8/10/1996	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	STA.FE, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	N/A ZONE 4 House/Block/Lot No. Street N/A SAN ROQUE Subdivision/Village Barangay STA.FE LEYTE City/Municipality Province
7. HEIGHT (m)	1.6 m	ZIP CODE	
8. WEIGHT (kg)	56 kg		
9. BLOOD TYPE	AB +	18. PERMANENT ADDRESS	N/A ZONE 4 House/Block/Lot No. Street N/A SAN ROQUE Subdivision/Village Barangay STA.FE LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	121258342452		
12. PHILHEALTH NO.	03-026483505-0		
13. SSS NO.	3487535904	19. TELEPHONE NO.	N/A
14. TIN NO.	754306293	20. MOBILE NO.	0912 - 200 -500 -79
15. AGENCY EMPLOYEE NO.	-	21. E-MAIL ADDRESS (if any)	alcoberpeterpaul@gmail.com

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)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALCOBER			
FIRST NAME	PEDRO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MONTEZA			
25. MOTHER'S MAIDEN NAME				
SURNAME	COTEJAR			
FIRST NAME	EMELITA			
MIDDLE NAME	ZARAGOSA		(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	San Roque Elementary School	Primary	2004	2010	Graduated	2010	Valedictorian
SECONDARY	Sta. Fe National High School	Secondary	2010	2014	Graduated	2010	With Honors
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	NA	N/A	N/A
COLLEGE	Saint Paul School of Professional Studies	Bachelor of Science In Accountancy	2014	2019	Graduated	2019	SMFI - Scholar
GRADUATE STUDIES	Leyte Colleges	Supplemental Studies in Education	2021	2022	Unit Earner	2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 25, 2022
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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	10/25/2022
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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			
	N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
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			
	Excel with Microsoft Excel VBA User Forms	10/24/2022	10/24/2022	3.0	Technical	EY GDS
	Decision Modeling and Risk Analysis with Excel	10/24/2022	10/24/2022	6.0	Technical	EY GDS
	Excel Data Analysis For Dummies	10/20/2022	10/20/2022	8.0	Technical	EY GDS
	Excel Automation Using Python	10/18/2022	10/18/2022	8.0	Technical	EY GDS
	Microsoft Excel - Data Analysis with Excel Pivot Tables	10/17/2022	10/17/2022	6.5	Technical	EY GDS
	Ultimate Excel Waterfall Chart Course	10/11/2022	10/11/2022	5.0	Technical	EY GDS
	Ultimate Excel VBA	7/19/2022	7/19/2022	8.5	Technical	EY GDS
	Gamification: Motivation Psychology & The Art of Engagement	7/5/2022	7/5/2022	3.0	Technical	EY GDS
	ISO 27001 Cybersecurity manager. Guidelines.	7/4/2022	7/4/2022	4.0	Technical	EY GDS
	Dynamic Dashboards and Data Analysis with Data Studio - 2022	6/30/2022	6/30/2022	3.0	Technical	EY GDS
	The Beginners 2022 Cyber Security Awareness Training Course	6/30/2022	6/30/2022	3.5	Technical	EY GDS
	Excel Crash Course: Master Excel for Financial Analysis	6/28/2022	6/28/2022	3.5	Technical	EY GDS
	Complete Introduction to Business Data Analysis	6/22/2022	6/22/2022	3.5	Technical	EY GDS
(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)	
	COMPUTER LITERATE	MOST OUTSTANDING EMPLOYEE FOR THE YEAR 2020 - WILCON DEPOT INC. HEAD OFFICE			MEMBER IN THE INSTITUTE OF CERTIFIED BOOKKEPPERS - UNITED KINGDOM	
	PUBLIC SPEAKING					
	BOOKKEEPING SKILLS					
	KEEN OBSERVER					
(Continue on separate sheet if necessary)						
SIGNATURE		8/8/24		DATE	10/25/2022	

<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>Date Filed: _____</p> <p>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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Peter Lee Tolentino</td> <td>Makato, Aklan</td> <td>9457881629</td> </tr> <tr> <td>Jasmen Lazola</td> <td>Davao City</td> <td>9380466149</td> </tr> <tr> <td>Mark Douglas Magdua</td> <td>Makati City, Metro Manila</td> <td>9983965105</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Peter Lee Tolentino	Makato, Aklan	9457881629	Jasmen Lazola	Davao City	9380466149	Mark Douglas Magdua	Makati City, Metro Manila	9983965105
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<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>													
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<div style="text-align: center;"> <p>ALCOBER, PETER PAUL C.</p> <p>PHOTO</p> </div> <div style="text-align: center; margin-top: 20px;"> <p>Right Thumbmark</p> </div>													
<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: 250px; height: 60px; margin: 10px auto; text-align: center; padding-top: 10px;"> <p>Person Administering Oath</p> </div>													