

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	CATAYOC		
FIRST NAME	MA. THERESA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MANAWATAO		
3. DATE OF BIRTH (mm/dd/yyyy)	4/3/1997	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	ORMOC CITY		
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	PUROK 1 House/Block/Lot No. Street DON POTENCIANO LARRAZABAL Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541
7. HEIGHT (m)	5'2		
8. WEIGHT (kg)	54kg		
9. BLOOD TYPE	AB		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121238202831	18. PERMANENT ADDRESS ZIP CODE	PUROK 1 House/Block/Lot No. Street DON POTENCIANO LARRAZABAL Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541
12. PHILHEALTH NO.	13-250729813-7		
13. SSS NO.	06-4067731-4		
14. TIN NO.	3507734990000		
15. AGENCY EMPLOYEE NO.	N/A		
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09385076698		
21. E-MAIL ADDRESS (if any)	Matheresacatayoc03@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	CATAYOC			
FIRST NAME	RUBEN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TASAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANAWATAO			
FIRST NAME	LETECIA			
MIDDLE NAME	SODE		(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	L. CABAUG	PRIMARY	5/1/2003	4/1/2009	N/A	2008-2009	2ND HONOR
SECONDARY	PRIMONA HOLY INFANT ACADEMY	SECONDARY	6/1/2009	4/1/2013	N/A	2013-2014	WITH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A		
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY ORMOC CITY CAMPUS	BACHELOR OF SECONDARY EDUCATION MAJOR IN BIOLOGICAL SCIENCE	6/1/2013	4/4/2017	N/A	2016-2017	CHED SCHOLAR
GRADUATE STUDIES	PALOMPON INSTITUTE OF TECHNOLOGY	MASTER OF ARTS IN SCIENCE EDUCATION	8/1/2018	PRESENT	12	PRESENT	
(Continue on separate sheet if necessary)							
SIGNATURE		DATE		August 21, 2021			

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 21, 2021
-----------	--	------	-----------------

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(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		N/A
	COMMUNICATION SKILLS		
	INTERPERSONAL SKILLS		
	MULTITASKING		
	ABILITY TO HANDLE STRESS		
	SINGING		
	PLAYING GUITAR		
<i>(Continue on separate sheet if necessary)</i>			
SIGNATURE			DATE
			August 21, 2021

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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)? 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
MAXIMO NARIDO	DON POTENCIANO LARRAZABAL ORMOC CITY, LEYTE	9053496433
WILLA MAE HIYOCA	LAPULAPU CITY, CEBU	9672249530
MARILOU CABELIDA	DON POTENCIANO LARRAZABAL ORMOC CITY, LEYTE	9956018914
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><div>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div>

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

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PRC ID**

ID/License/Passport No.: **1600473**

Date/Place of Issuance: **01/10/2018 TACLOBAN**

Signature (Sign inside the box)

August 21, 2021

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