

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                       | CAVITE  |  |   |  |
| FIRST NAME                       | NEIL MICHAEL  | NAME EXTENSION (JR., SR)                                       |   |  |
| MIDDLE NAME                      | MOLATO  |  |   |  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 07/05/2000  | 16. CITIZENSHIP  | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |  |
| 4. PLACE OF BIRTH                | BAYBAY CITY   | If holder of dual citizenship,<br>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<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: |  |   |  |
| 7. HEIGHT (m)                    | 1.57 m  | 17. RESIDENTIAL ADDRESS  | 350 PUROK 3<br>House/Block/Lot No. Street<br>BONTOC<br>Subdivision/Village Barangay<br>HINDANG LEYTE<br>City/Municipality Province  |  |
| 8. WEIGHT (kg)                   | 60 kg   |  | ZIP CODE 6523   |  |
| 9. BLOOD TYPE                    | O+  |  | 18. PERMANENT ADDRESS   | 350 PUROK 3<br>House/Block/Lot No. Street<br>BONTOC<br>Subdivision/Village Barangay<br>HINDANG LEYTE<br>City/Municipality Province |
| 10. GSIS ID NO.                  |   |  |   | ZIP CODE 6523  |
| 11. PAG-IBIG ID NO.              | 121348998581  |  |   |  |
| 12. PHILHEALTH NO.               | 132505204127  |  |   |  |
| 13. SSS NO.                      | 0646633572  | 19. TELEPHONE NO. N/A  |   |  |
| 14. TIN NO.                      | 778-262-699   | 20. MOBILE NO. 0948-036-0804                                   |   |  |
| 15. AGENCY EMPLOYEE NO.          |   | 21. E-MAIL ADDRESS (if any)                                    | neilmichael.cavite@vsu.edu.ph   |  |

II. FAMILY BACKGROUND

|                          |         |                          |   |                               |
|--------------------------|---------|--------------------------|---|-------------------------------|
| 22. SPOUSE'S SURNAME     |         |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH<br>(mm/dd/yyyy) |
| FIRST NAME               |         | NAME EXTENSION (JR., SR) |   |                               |
| MIDDLE NAME              |         |                          |   |                               |
| OCCUPATION               |         |                          |   |                               |
| EMPLOYER/BUSINESS NAME   |         |                          |   |                               |
| BUSINESS ADDRESS         |         |                          |   |                               |
| TELEPHONE NO.            |         |                          |   |                               |
| 24. FATHER'S SURNAME     | CAVITE  |                          |   |                               |
| FIRST NAME               | JOSELIN | NAME EXTENSION (JR., SR) |   |                               |
| MIDDLE NAME              | ASIS    |                          |   |                               |
| 25. MOTHER'S MAIDEN NAME |         |                          |   |                               |
| SURNAME                  | MOLATO  |                          |   |                               |
| FIRST NAME               | IMELDA  |                          |   |                               |
| MIDDLE NAME              | ABAYHON |                          | (Continue on separate sheet if necessary)           |                               |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL                    | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full)          | PERIOD OF ATTENDANCE |         | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP /<br>ACADEMIC HONORS RECEIVED |
|------------------------------|-----------------------------------|---|----------------------|---------|--|----------------|---|
|                              |                                   |   | From                 | To      |  |                |   |
| ELEMENTARY                   | BONTOC ELEMENTARY SCHOOL          | PRIMARY EDUCATION   | 2007                 | 2013    |  | 2013           | WITH HONORS                               |
| SECONDARY                    | HINDANG NATIONAL HIGH SCHOOL      | SENIOR HIGH SCHOOL  | 2017                 | 2019    |  | 2019           | WITH HONORS                               |
| VOCATIONAL /<br>TRADE COURSE | N/A                               |   |                      |         |  |                |   |
| COLLEGE                      | VISAYAS STATE UNIVERSITY          | BACHELOR OF CULTURE AND ARTS EDUCATION                    | 2019                 | 2023    |  | 2023           | MAGNA CUM LAUDE                           |
| GRADUATE STUDIES             | CEBU NORMAL UNIVERSITY            | MASTER OF ARTS IN EDUCATION IN CULTURE AND ARTS EDUCATION | 2025                 | Present | N/A  |                |   |

(Continue on separate sheet if necessary)

|           |  |      |                 |
|-----------|--|------|-----------------|
| SIGNATURE |  | DATE | JANUARY 8, 2025 |
|-----------|--|------|-----------------|



[illegible]

**(Continue on separate sheet if necessary)**

[illegible]

*(Continue on separate sheet if necessary)*

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN<br>ASSOCIATION/ORGANIZATION<br>(Write in full) |
|--------------------------------|--|--|
| Dancing                        | Coach, VSU Beach Volleyball Womens Team, AY 2024-2025          | Philippine Association for Teachers and Educators (PAFTE)        |
| Graphic Design                 |  |  |
| Hosting                        |  |  |
| Organizing Events              |  |  |
|                                |  |  |
|                                |  |  |
|                                |  |  |

(Continue on separate sheet if necessary)

|                  |   |             |                 |
|------------------|---|-------------|-----------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | JANUARY 8, 2025 |
|------------------|---|-------------|-----------------|

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?

b. Have you been criminally charged before any court?

☐ YES

☒ NO

If YES, give details:

☐ 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)?

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:

☐ 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?

b Are you a person with disability?

c Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

| NAME               | ADDRESS                  | TEL. NO.      |
|--------------------|--------------------------|---------------|
| CELSOLITO B. PULTA | DOOS SUR, HINDANG, LEYTE | 0993-886-5334 |
| JAN MAR B. CUEVAS  | BONTOC, HINDANG, LEYTE   | 0906-342-7127 |
|                    |                          |               |

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.

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

PLEASE INDICATE ID Number

Government Issued ID:

ID/License/Passport No. P5485860C

Date/Place of Issuance:

Signature (Sign inside the box)

JANUARY 8, 2025

Date Accomplished

Right Thumbmark

PHOTO

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

Person Administering Oath

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