

# 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	PRADO		
FIRST NAME	GRETCHEN MAE	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	MONTECALVO		
3. DATE OF BIRTH (mm/dd/yyyy)	5/13/1986	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	Cebu City	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 6521
7. HEIGHT (m)	5'3	18. PERMANENT ADDRESS	N/A House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 6521
8. WEIGHT (kg)	63 kg	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	TYPE O	20. MOBILE NO.	09317200462
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	N/A
11. PAG-IBIG ID NO.	121226285895		
12. PHILHEALTH NO.	13-025155501-0		
13. SSS NO.	N/A		
14. TIN NO.	457-373-202		
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND

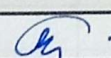
22. SPOUSE'S SURNAME	PRADO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LOUIS	NAME EXTENSION (JR., SR.)	N/A	N/A
MIDDLE NAME	PAPA		LOUIGIE M. PRADO	02/25/2007
OCCUPATION	ADMINISTRATIVE ASSISTANT VI		KATE MARIE M. PRADO	2/12/2008
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		KATHLEEN MAE M. PRADO	2/12/2008
BUSINESS ADDRESS	VISCAL, BAYBAY CITY, LEYTE		KRIS ANNE M. PRADO	2/12/2008
TELEPHONE NO.	N/A		KRISTINE M. PRADO	12/9/2012
			LOURENZ M. PRADO	11/25/ 2017
24. FATHER'S SURNAME	MONTECLAVO			
FIRST NAME	EDILBERTO	NAME EXTENSION (JR., SR.)	N/A	
MIDDLE NAME	ATILLO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARADO			
FIRST NAME	ROSELA			
MIDDLE NAME	VIZCAYNO			

(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	KABATUAN ELEMENTARY SCHOOL	ELEMENTARY	1994	1999	N/A	1999	N/A
SECONDARY	GUIWANON NATIONAL HIGH SCHOOL (GNHS)	SECONDARY	2000	2003	N/A	2003	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	2003	2011	N/A	2011	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 4, 2025
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[illegible]

#### IV. WORK EXPERIENCE

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*










[illegible]

SIGNATURE		DATE	October 4, 2025
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[illegible]



<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> <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>BERTA C. RATILLA</td> <td>VISAYAS STATE UNIVERSITY</td> <td>9262597123</td> </tr> <tr> <td>ED ALLAN L. ALCOBER</td> <td>Brgy. Gabas, Baybay City Leyte</td> <td>9483696506</td> </tr> <tr> <td>VICTOR B. ASIO</td> <td>Brgy. San Agustin, Baybay City Leyte</td> <td>053-563-7392</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	BERTA C. RATILLA	VISAYAS STATE UNIVERSITY	9262597123	ED ALLAN L. ALCOBER	Brgy. Gabas, Baybay City Leyte	9483696506	VICTOR B. ASIO	Brgy. San Agustin, Baybay City Leyte	053-563-7392
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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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<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: 300px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;">       Person Administering Oath     </div>													