

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	DUHAY			NAME EXTENSION (JR., SR)
FIRST NAME	GRETCHEN			
MIDDLE NAME	LONTOC			
3. DATE OF BIRTH (mm/dd/yyyy)	03/28/1997	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	DULAG, LEYTE	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 type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input checked="" type="checkbox"/> Other/s: <small>Living in with Partner</small>	17. RESIDENTIAL ADDRESS	N/A Street N/A CALIPAYAN N/A Barangay DULAG LEYTE City/Municipality Province 6505	
7. HEIGHT (m)	1.50	18. PERMANENT ADDRESS	N/A Street N/A CALIPAYAN N/A Barangay DULAG LEYTE City/Municipality Province 6505	
8. WEIGHT (kg)	60	19. TELEPHONE NO.	N/A	
9. BLOOD TYPE	N/A	20. MOBILE NO.	09465296360	
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	gretchenduhay28@gmail.com	
11. PAG-IBIG ID NO.	N/A			
12. PHILHEALTH NO.	13-202531908-0			
13. SSS NO.	06-4197392-3			
14. TIN NO.	757-658-200			
15. AGENCY EMPLOYEE NO.	N/A			

II. FAMILY BACKGROUND

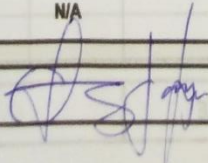
22. SPOUSE'S SURNAME	TENE BRO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DAVE "A"	NAME EXTENSION (JR., SR)	ZECHARIAH GADDIEL DAVE D. TENE BRO	06/14/2021
MIDDLE NAME	SUDARIO			
OCCUPATION	BUSINESS OWNER			
EMPLOYER/BUSINESS NAME	TENE BRO MEATSHOP			
BUSINESS ADDRESS	JULITA, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DUHAY			
FIRST NAME	VIRGILIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CAUNTE			
25. MOTHER'S MAIDEN NAME				
SURNAME	LONTOC			
FIRST NAME	CRISTINA			
MIDDLE NAME	TUMACA			

(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	M.H. DEL PILAR ELEMENTARY SCHOOL	PRIMARY EDUCATION	2003	2009	N/A	2009	N/A
SECONDARY	DULAG NATIONAL HIGH SCHOOL	HIGH SCHOOL	2009	2013	N/A	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY- Tolosa Campus	BACHELOR OF SECONDARY EDUCATION major in MATHEMATICS	2014	2018	N/A	2018	CARITAS MANILA SCHOLAR
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 12, 2022
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	
[Signature]		December 12, 2023	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED


[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 Literacy	In Recognition to his/her educational achievement and individual contribution in promoting education as a foundation of the country's sustainable development in it's economic, social and environmental dimensions on the 16th day of May 2019 at Calapeyan Elementary School, Dulag West District, Dulag, Leyte	N/A
Singing	In honor of his/her Graduation from Youth Servant Leadership and Education Program 2018 of Caritas Manila Given on the 14th day of April, 2018 at ESJEST Chaper, St. John the Evangelist Seminary, Palo, Leyte	
Art Crafting		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 12, 2022
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U.S. FORM 215 (Rev. 10-2011)

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.
MARY ANN AUSTRIA-REFUERZO	DULAG, LEYTE	0939-529-3461
DIVINA TUPAZ-DIOLA	DULAG, LEYTE	0946-533-7629
CYNTHIA DIOLA-MANACPO	DULAG, LEYTE	0905-195-3485



PHOTO

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 and Date of Issuance

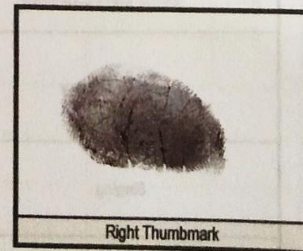
Government Issued ID: **PRC**

ID/License/Passport No.: **1735144**

Date/Place of Issuance: **TACLOBAN CITY**

Signature (Sign inside the box)

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