

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	Torregosa												
FIRST NAME	Ariel	NAME EXTENSION (JR., SR)											
MIDDLE NAME	Buhia												
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/89	16. CITIZENSHIP	Filipino										
4. PLACE OF BIRTH	Compostela, Davao del Norte	If holder of dual citizenship, please indicate the details.	Pls. indicate country:										
5. SEX	Male												
6 CIVIL STATUS	Single	17. RESIDENTIAL ADDRESS	<table border="1"> <tr> <td>House/Block/Lot No.</td> <td>Street</td> </tr> <tr> <td>Sitio San Vicente</td> <td>Poblacion</td> </tr> <tr> <td>Subdivision/Village</td> <td>Barangay</td> </tr> <tr> <td>Mahaplag</td> <td>Leyte</td> </tr> <tr> <td>City/Municipality</td> <td>Province</td> </tr> </table>	House/Block/Lot No.	Street	Sitio San Vicente	Poblacion	Subdivision/Village	Barangay	Mahaplag	Leyte	City/Municipality	Province
House/Block/Lot No.	Street												
Sitio San Vicente	Poblacion												
Subdivision/Village	Barangay												
Mahaplag	Leyte												
City/Municipality	Province												
7. HEIGHT (m)	1.66 m	ZIP CODE											
8. WEIGHT (kg)	68 k8												
9. BLOOD TYPE		18. PERMANENT ADDRESS	<table border="1"> <tr> <td>House/Block/Lot No.</td> <td>Street</td> </tr> <tr> <td>Sitio San Vicente</td> <td>Poblacion</td> </tr> <tr> <td>Subdivision/Village</td> <td>Barangay</td> </tr> <tr> <td>Mahaplag</td> <td>Leyte</td> </tr> <tr> <td>City/Municipality</td> <td>Province</td> </tr> </table>	House/Block/Lot No.	Street	Sitio San Vicente	Poblacion	Subdivision/Village	Barangay	Mahaplag	Leyte	City/Municipality	Province
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Sitio San Vicente	Poblacion												
Subdivision/Village	Barangay												
Mahaplag	Leyte												
City/Municipality	Province												
10. GSIS ID NO.		ZIP CODE											
11. PAG-IBIG ID NO.													
12. PHILHEALTH NO.													
13. SSS NO.		19. TELEPHONE NO.											
14. TIN NO.		20. MOBILE NO.	09057366428										
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	arieltorregosa.mahaplag@gmail.com										

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Torregosa			
FIRST NAME	Marcelino	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Milano			
25. MOTHER'S MAIDEN NAME				
SURNAME	Buhia			
FIRST NAME	Expedita			
MIDDLE NAME	Cerenio		(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	Mahaplag Central Elementary School					2001	
SECONDARY	Mahaplag National High School - Upper					2005	
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State University	Bachelor of Science in Biotechnology				2021	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

(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)

(Continue on separate sheet, if necessary)			
<i>SIGNATURE</i>		<i>DATE</i>	

[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)
Playing Guitar		
Basketball		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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)?	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?	No If YES, give details: _____	
	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?	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 If YES, give details: Resigned to finish my degree _____	
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?	No If YES, give details: _____	
	No If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	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?	No If YES, please specify: _____	
	No If YES, please specify ID No: _____	
	No If YES, please specify ID No: _____	
	No If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Jesnin B. Abainza	Brgy. Poblacion, Mahaplag, Leyte	09279417407
Lourd Franz M. Gabunada	Visca, Baybay City, Leyte	09273333897
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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: ID/License/Passport No.: Date/Place of Issuance:	Signature (Sign inside the box) Date Accomplished	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 PHOTO Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila

- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366
- Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: March 1, 2015 - January 5, 2018
- Position: Job Order (Clerk/Encoder)
- Name of Office/Unit: MLGOO
- Immediate Supervisor: Anabel Salinas
- Name of Agency/Organization and Location: DILG, LGU - Mahaplag, Leyte

- List of Accomplishments and Contributions (if any)
 - Assist and prepare documents for the DOLE Pangkabuhayan Project.
 - Assist and prepare documents for the implementation of TESDA Livelihood program.
- Summary of Actual Duties
 - Responsible in performing clerical tasks and encoding/printing of documents for various projects such as Procurement plans, Procurement vouchers, MOAs, MOUs, Project Proposals, Employee Payroll and documentation of project implementation status.

- Duration: November 4, 2013 - December 8, 2014
- Position: Freight Biller
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location: FPOSI, Pawing, Palo, Leyte
 - List of Accomplishments and Contributions (if any). N/A
 - Summary of Actual Duties
 - Responsible for encoding and billing freight bills for ESTES Express Lines USA.

ARIEL B. TORREGOSA
(Signature over Printed Name
of Employee/Applicant)

Date: _____