

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	MANLAG		
FIRST NAME	MARGIE	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	NODA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/22/97	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		
6. CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	BURGOS
		House/Block/Lot No.	Street
		PAWA	SAN ROQUE
		Subdivision/Village	Barangay
		TANAUAN	LEYTE
		City/Municipality	Province
7. HEIGHT (m)	1.54m	ZIP CODE	6502
8. WEIGHT (kg)	49kg		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	BURGOS
		House/Block/Lot No.	Street
		PAWA	SAN ROQUE
		Subdivision/Village	Barangay
		TANAUAN	LEYTE
		City/Municipality	Province
10. GSIS ID NO.	NONE	ZIP CODE	6502
11. PAG-IBIG ID NO.	NONE		
12. PHILHEALTH NO.	NONE		
13. SSS NO.	NONE	19. TELEPHONE NO.	NONE
14. TIN NO.	NONE	20. MOBILE NO.	09771178283
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	manilagmargie22@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	MANLAG			
FIRST NAME	MAURICIO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	CANDELA			
25. MOTHER'S MAIDEN NAME				
SURNAME	NODA			
FIRST NAME	ELIZABETH			
MIDDLE NAME	LUMBRE		(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/ UNIT EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	TANAUAN I CENTRAL SCHOOL	ELEMENTARY	1/6/2004	3/31/2010	ELEMENTARY GRADUATE (6)	2010	
SECONDARY	TANAUAN SCHOOL OF CRAFTSMANSHIP AND HOME INDUSTRIES	SECONDARY	1/6/2010	3/4/2014	SECONDARY GRADUATE (4)	2014	

VOCATIONAL / TRADE COURSE							
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY - TANAUAN LEYTE	BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION	1/6/2014	7/4/2018	COLLEGE GRADUATE (4	2018	YEDDA SCHOLARSH IP/2018
GRADUATE STUDIES							
(Continue on separate sheet, if necessary)							
SIGNATURE			DATE		July 1 2020		

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

V. WORK EXPERIENCE

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

[illegible]

<i>(Continue on separate sheet if necessary)</i>							
<i>SIGNATURE</i>				<i>DATE</i>	<i>01/07/2020</i>		

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

[illegible]

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 CHESS		N/A		SAN ROQUE YOUTH ORGANIZATION
	TAILORING				STUDENT TEACHERS ASSOCIATION
	DRESSMAKING				

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

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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>NO</p> <hr/> <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>NO</p> <p>If YES, give details: _____</p> <hr/> <p>NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>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>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>NO</p> <p>If YES, give details: _____</p> <p>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>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>NO</p> <p>If YES, please specify: _____</p> <p>NO</p> <p>If YES, please specify ID No: _____</p> <p>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>ROSALIE GASPAY</td> <td>V&G SUBD TACLOBAN CITY</td> <td>9158289156</td> </tr> <tr> <td>CLASILDA TECSON</td> <td>SAN MIGUEL TANAUAN LEYTE</td> <td>9282789713</td> </tr> <tr> <td>REINA REPOSAR</td> <td>PALO LEYTE</td> <td>9480820630</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ROSALIE GASPAY	V&G SUBD TACLOBAN CITY	9158289156	CLASILDA TECSON	SAN MIGUEL TANAUAN LEYTE	9282789713	REINA REPOSAR	PALO LEYTE	9480820630
NAME	ADDRESS	TEL. NO.											
ROSALIE GASPAY	V&G SUBD TACLOBAN CITY	9158289156											
CLASILDA TECSON	SAN MIGUEL TANAUAN LEYTE	9282789713											
REINA REPOSAR	PALO LEYTE	9480820630											
<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (ie Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>NONE</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>NONE</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>NONE</td> </tr> </table>	Government Issued ID (ie Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	NONE	ID/License/Passport No.:	NONE	Date/Place of Issuance:	NONE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom; text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished
Government Issued ID (ie Passport, GSIS, SSS, PRC, Driver's License, etc.)													
PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID:	NONE												
ID/License/Passport No.:	NONE												
Date/Place of Issuance:	NONE												
Signature (Sign inside the box)													
Date Accomplished													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; height: 100px; vertical-align: bottom;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</td> <td style="width: 40%; text-align: center; vertical-align: bottom;"> </td> </tr> </table>		SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.											
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													

Yes/No	Cstat	Gender
Yes	Single	Male
No	Married	Female
	Separated	
	Widowed	