

## 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	BASAN		NAME EXTENSION (JR., SR)
FIRST NAME	LORNIC		
MIDDLE NAME	MICAYLAS		
3. DATE OF BIRTH (mm/dd/yyyy)	10/09/1995	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	ALBUERA, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	138 House/Block/Lot No. Street Subdivision/Village TABGAS City/Municipality ALBUERA Barangay Province LEYTE
7. HEIGHT (m)	1.48	ZIP CODE	6542
8. WEIGHT (kg)	48	18. PERMANENT ADDRESS	138 House/Block/Lot No. Street Subdivision/Village TABGAS City/Municipality ALBUERA Barangay Province LEYTE
9. BLOOD TYPE	B	ZIP CODE	6542
10. GSIS ID NO.		19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1212-4526-6197	20. MOBILE NO.	09369546112
12. PHILHEALTH NO.	1302-5526-5238	21. E-MAIL ADDRESS (if any)	cinrol95@gmail.com
13. SSS NO.	06-4254508-8		
14. TIN NO.	358-059-779		
15. AGENCY EMPLOYEE NO.			

## 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		N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BASAN			
FIRST NAME	SANITO			
MIDDLE NAME	BESTIL			
25. MOTHER'S MAIDEN NAME	MARITA OLIVEROS MICAYLAS			
SURNAME	BASAN			
FIRST NAME	MARITA			
MIDDLE NAME	MICAYLAS			

(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	SAN PEDRO ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	GRADUATED	2008	2ND HON. MENTION
SECONDARY	DR. GERONIMO B. ZAVIDOUE MEMORIAL SCHOOL OF FISHERIES	HIGH SCHOOL	2008	2012	GRADUATED	2012	3RD HON. MENTION
VOCATIONAL / TRADE COURSE							
COLLEGE	VIGAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION (MATHEMATICS)	2014	2018	GRADUATED	2018	—
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/29/21
-----------	---	------	----------

IV. CIVIL SERVICE ELIGIBILITY				LICENSE (if applicable)		
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	NUMBER	Date of Validity
	RA 1080 (LICENSURE EXAMINATION FOR TEACHER)	85.20	SEPTEMBER 2018	TACLOBAN CITY	1712681	10/29/2022

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

SIGNATURE 				DATE 10/29/21	
---	--	--	--	---------------	--



[illegible][illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the Program	
2. Description of the Program	
3. Date Attended	
4. Location	
5. Duration	
6. Facilitator	
7. Topics Covered	
8. Key Takeaways	
9. Application to Current Role	
10. Overall Rating	

[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 SKILLS	N/A	N/A
CUSTOMER SERVICE		
TEAMWORK & COLLABORATION		

(Continue on separate sheet if necessary)

SIGNATURE	[Signature]	DATE	10/29/21
-----------	-------------	------	----------

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: RESIGNATION, FINISHED CONTRACT

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): \_\_\_\_\_

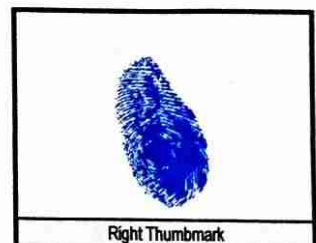
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:  
a. Are you a member of any indigenous group?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ 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.
MR. HELMAR G. YONG	DAYDAY CITY, LEYTE	09959602451
MRS. MARIE M. FLORES	ALBUERA, LEYTE	0928622419
MRS. MA. JOVELYN ALDONZA	CALUBIAN, LEYTE	09078363088

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.: 1712681

Date/Place of Issuance: 01/10/2019 (PRC-ORMOC)

Signature (Sign inside the box)

10/29/21

Date Accomplished

SUBSCRIBED AND SWORN to before me this Oct. 29, 2021

affiant exhibiting his/her validly issued government ID as indicated above.

BOOK NO. 231  
LY1  
PAGE NO. 047  
SERIES 204

**ATTY. RENE ALLAN G. JERVOSO**  
NOTARY PUBLIC NC CASE NO. B-17-01-05  
COMMISSION NO. UNTIL DECEMBER 31, 2022  
PTR NO. PL 5180181 ALBUERA, LEYTE, 01-04-2  
IBP NO. 13496 PASAY CITY, M.M. 12-11-20  
ROLL NO. 48353 TIN NO. 018-708-808  
JERVOSO LAW OFFICE, ALBUERA, LEYTE  
MCLE COMPLIANCE NO. IV-0011137