

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	Dela Cruz		
FIRST NAME	Angel Grace		NAME EXTENSION (JR., SR)
MIDDLE NAME	Sanchez		
3. DATE OF BIRTH (mm/dd/yyyy)	December 05, 2000	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	Taft Ave, Manila, Philippines	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	House/Block/Lot No. Street Mansalip Subdivision/Village Barangay Matag-ob Leyte City/Municipality Province
7. HEIGHT (m)	1.55	ZIP CODE	
8. WEIGHT (kg)	71		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Mansalip Subdivision/Village Barangay Matag-ob Leyte City/Municipality Province
10. GSIS ID NO.	n/a	ZIP CODE	
11. PAG-IBIG ID NO.	n/a		
12. PHILHEALTH NO.	12-252163003-3		
13. SSS NO.	n/a	19. TELEPHONE NO.	
14. TIN NO.	n/a	20. MOBILE NO.	0946 544 0954
15. AGENCY EMPLOYEE NO.	n/a	21. E-MAIL ADDRESS (if any)	angelgracedelacruz62@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		NAME EXTENSION (JR., SR)	n/a	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Dela Cruz			
FIRST NAME	Vivencio	Jr.		
MIDDLE NAME	Junco			
25. MOTHER'S MAIDEN NAME				
SURNAME	Sanchez			
FIRST NAME	Evelyn			
MIDDLE NAME	Olorvida		(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	Basay Central School		2012	2013		2013	
SECONDARY	Matag-ob Stand Alone Senior High School		2018-	2019		2019	With High Honors
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	2019	2023		2023	College Scholar/ Cum Laude
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 1, 2023
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(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)

SIGNATURE		DATE	September 01, 2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Matag-ob Stand Alone Senior High School- Supreme Student Government- Matag-ob, Leyte	10/08/2018	11/04/2019		President
	Senior High School Junior Fire Marshall- Matag-ob, Leyte	01/08/2018	01/04/2019		President
	3Rs (Reuse, Reduce and Recycle) Project - Matag-ob, Leyte	01/08/2018	01/08/2019		Project Leaader
	Leading Youths Advocate (LAYA) - Matag-ob, Leyte	11/05/2019	11/07/2019		Secretary
	Visca Horticultural Society (ViHOS)- Baybay, Leyte	10/08/2021	14/07/2022		President
	College of Agriculture and Food Science- Supreme Student Council- Baybay City, Leyte	22/05/2022	01/04/2023		Vice- President
	4H- Matag-ob- Matag-ob, Leyte	01/02/2019	01/04/2019		Member

(Continue on separate sheet if necessary)

[illegible][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)
	Arts and Crafts		Leadership Awardee for Supreme Student Government		
	Flower Arrangements		Kiddie Saver Awardee		
	Digital Art/Layouting		Award of Excellence from City Savings		
			Panata Awardee from 4H Club- Matag-ob		
			On-the-Job Training Award from GOLD Farm		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 01, 2023
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Dr. Catherine C. Arradaza	Baybay, Leyte	0917-633-0054
Dr. Marilou M. Benitez	Baybay, Leyte	63535650600
Charmaine Tapales Parac	Matag-ob, Leyte	0926-865-9139
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: Drivers License ID/License/Passport No.: H10-19-001675 Date/Place of Issuance: 29/07/2019/ Palompon, Leyte	<div style="text-align: center;">  Signature (Sign inside the box) September 01, 2023 Date Accomplished </div>	<div style="text-align: center;">  PHOTO  Right Thumbmark </div>
SUBSCRIBED AND SWORN to before me this <u>September 01, 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.		
<div style="margin: 0 auto; width: 150px;">  Hon. Aizie C. Golo Person Administering Oath </div>		