

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	PRADO		
FIRST NAME	GRETCHEN MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MONTECALVO		
3. DATE OF BIRTH (mm/dd/yyyy)	1986-05-13	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	Cebu City	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 checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ Baybay City _____ Leyte _____ City/Municipality _____ Province _____ ZIP CODE 6521 A
7. HEIGHT (m)	5'3		
8. WEIGHT (kg)	63		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ Baybay City _____ Leyte _____ City/Municipality _____ Province _____ ZIP CODE 6521 A
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121226285895		
12. PHILHEALTH NO.	13-025155501-0		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	457-373-202	20. MOBILE NO.	09317200462
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	gretchenmaeprado@gmail.com

II. FAMILY BACKGROUND

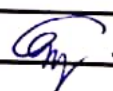
22. SPOUSE'S SURNAME	PRADO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LOUIS	NAME EXTENSION (JR., SR)	LOUIE M. PRADO	02/25/2007
MIDDLE NAME	PAPA		KATE MARIE M. PRADO	12/02/2008
OCCUPATION	ADMINISTRATIVE ASSISTANT II		KATHLEEN MAE M. PRADO	12/02/2008
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		KRIS ANNE M. PRADO	12/02/2008
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE		KRISTINE M. PRADO	09/12/2012
TELEPHONE NO.	N/A		LOURENZ M. PRADO	11/25/2017
24. FATHER'S SURNAME	MONTECALVO			
FIRST NAME	EDILBERTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ATILLO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARADO			
FIRST NAME	ROSELA			
MIDDLE NAME	VIZCAYNO			

(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	KABATUAN ELEMENTARY SCHOOL	ELEMENTARY	1994	1999	N/A	1999	N/A
SECONDARY	GUIWANON NATIONAL HIGH SCHOOL	SECONDARY	2000	2003	N/A	2003	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	2003	2011	N/A	2011	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS LEVEL/ MASTER OF SCIENCE IN AGRONOMY	2019	2022	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 7, 2022
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[illegible]

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	October 7, 2022



<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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>RUTH O. ESCASINAS</td> <td>GABAS BAYBAY CITY LEYTE</td> <td>9159626403</td> </tr> <tr> <td>BERTA C. RATILLA</td> <td>VISCA BAYBAY CITY LEYTE</td> <td>053-563-7123</td> </tr> <tr> <td>VICTOR B. ASIO</td> <td>VISCA BAYBAY CITY LEYTE</td> <td>053-563-7392</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	RUTH O. ESCASINAS	GABAS BAYBAY CITY LEYTE	9159626403	BERTA C. RATILLA	VISCA BAYBAY CITY LEYTE	053-563-7123	VICTOR B. ASIO	VISCA BAYBAY CITY LEYTE	053-563-7392
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<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>													
<p>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government issued ID: NATIONAL ID: 3607-2403-5862-8419</p> <p>DL/License/Passport No.: _____</p> <p>Date/Place of Issuance: _____</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>ID picture taken within the last 6 months 3.5 cm X 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Right Thumbmark</p> </div>												
<p>SUBSCRIBED AND SWORN to before me this <u>October 7, 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 60px; margin: 10px auto; text-align: center;"> <p>Person Administering Oath</p> </div>													