

# 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                       | Romero  |  |  |
| FIRST NAME                       | Jeffrey   | NAME EXTENSION (JR., SR)                                       |  |
| MIDDLE NAME                      | Tabaranza   |  |  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 03/02/1997  | 16. CITIZENSHIP  | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | Baybay Leyte  | If holder of dual citizenship,<br>please indicate the details. |  |
| 5. SEX                           | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female  |  |  |
| 6 CIVIL STATUS                   | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS  | House/Block/Lot No. _____ Street _____<br>_____ Kilim _____<br>Subdivision/Village _____ Barangay _____<br>Baybay _____ Leyte _____<br>City/Municipality _____ Province _____<br>ZIP CODE 6521   |
| 7. HEIGHT (m)                    | 1.7   | 18. PERMANENT ADDRESS  | House/Block/Lot No. _____ Street _____<br>_____ Kilim _____<br>Subdivision/Village _____ Barangay _____<br>Baybay _____ Leyte _____<br>City/Municipality _____ Province _____<br>ZIP CODE 6521   |
| 8. WEIGHT (kg)                   | 52  |  |  |
| 9. BLOOD TYPE                    | O   |  |  |
| 10. GSIS ID NO.                  | NA  |  |  |
| 11. PAG-IBIG ID NO.              | 12122601655   |  |  |
| 12. PHILHEALTH NO.               | 130254929701  |  |  |
| 13. SSS NO.                      | NA  | 19. TELEPHONE NO.  | NA   |
| 14. TIN NO.                      | 716-672-769   | 20. MOBILE NO.   | 09602703567  |
| 15. AGENCY EMPLOYEE NO.          |   | 21. E-MAIL ADDRESS (if any)                                    | romerojeffrey47@gmail.com  |

## II. FAMILY BACKGROUND

|                          |                          |                          |   |                            |
|--------------------------|--------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | NA                       |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               |                          | NAME EXTENSION (JR., SR) | NA  |                            |
| MIDDLE NAME              |                          |                          |   |                            |
| OCCUPATION               |                          |                          |   |                            |
| EMPLOYER/BUSINESS NAME   |                          |                          |   |                            |
| BUSINESS ADDRESS         |                          |                          |   |                            |
| TELEPHONE NO.            |                          |                          |   |                            |
| 24. FATHER'S SURNAME     | Romero                   |                          |   |                            |
| FIRST NAME               | Paquito                  | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | Roma                     |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME | Josefa Arevalo Tabaranza |                          |   |                            |
| SURNAME                  | Tabaranza                |                          |   |                            |
| FIRST NAME               | Josefa                   |                          |   |                            |
| MIDDLE NAME              | Arevalo                  |                          | (Continue on separate sheet if necessary)           |                            |

## III. EDUCATIONAL BACKGROUND

| 26. LEVEL  | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/<br>ACADEMIC HONORS RECEIVED |
|------------|-----------------------------------|--|----------------------|------|--|----------------|--|
|            |                                   |  | From                 | To   |  |                |  |
| ELEMENTARY | Kilim Elementary School           |  | 2004                 | 2011 |  |                |  |
| SECONDARY  | Alternative Learning System       |  | 2017                 | 2018 |  |                |  |

|   |   |   |           |               |               |  |  |
|---|---|---|-----------|---------------|---------------|--|--|
| VOCATIONAL /<br>TRADE COURSE              | Technical Education and Skills<br>Development Authority (TESDA)                   | Electrical Installation and Maintenance | Feb. 2024 | March<br>2024 |               |  |  |
| COLLEGE                                   |   |   |           |               |               |  |  |
| GRADUATE STUDIES                          |   |   |           |               |               |  |  |
| GRADUATE STUDIES                          |   |   |           |               |               |  |  |
| (Continue on separate sheet if necessary) |   |   |           |               |               |  |  |
| SIGNATURE                                 |  |   | DATE      |               | June 24, 2025 |  |  |

#### 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]

|  |  |  |  |  |  |  |  |
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(Continue on separate sheet if necessary)

|                  |   |             |               |
|------------------|---|-------------|---------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | June 24, 2025 |
|------------------|---|-------------|---------------|

## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[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. Feedback Received  |  |
| 11. Additional Comments  |  |

[illegible]

*(Continue on separate sheet if necessary)*

## VIII. OTHER INFORMATION

|     |                            |     |  |     |   |
|-----|----------------------------|-----|--|-----|---|
| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|--|-----|---|

|  |   |                      |
|--|---|----------------------|
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|  |   |                      |
| <i>(Continue on separate sheet if necessary)</i> |   |                      |
| <b>SIGNATURE</b>                                 |  | <b>DATE</b>          |
|  |   | <b>June 24, 2025</b> |

| <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><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><br><br><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> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> 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><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</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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>   |   | NAME                               | ADDRESS                                       | TEL. NO. |   |  |   |  |  |   |   |  |  |
| NAME  | ADDRESS   | TEL. NO.                           |   |          |   |  |   |  |  |   |   |  |  |
|   |   |                                    |   |          |   |  |   |  |  |   |   |  |  |
|   |   |                                    |   |          |   |  |   |  |  |   |   |  |  |
|   |   |                                    |   |          |   |  |   |  |  |   |   |  |  |
| <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 style="width: 50%;">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> <td style="width: 50%;">PLEASE INDICATE ID Number and Date</td> </tr> <tr> <td>Government Issued ID: <b>Driver's License</b></td> <td> </td> </tr> <tr> <td>ID/License/Passport No.: <b>H12-23-004208</b></td> <td> </td> </tr> <tr> <td>Date/Place of Issuance: <b>Baybay City, Leyte</b></td> <td> </td> </tr> </table>  | Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)   | PLEASE INDICATE ID Number and Date | Government Issued ID: <b>Driver's License</b> |          | ID/License/Passport No.: <b>H12-23-004208</b> |  | Date/Place of Issuance: <b>Baybay City, Leyte</b> |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center; padding: 20px;"> <br/> <div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;">Signature (Sign inside the box)</div> <div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;">June 24, 2025</div> <div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;">Date Accomplished</div> </td> <td style="width: 40%; padding: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> ID picture taken within the last 6 months<br/> 3.5 cm. X 4.5 cm<br/> (passport size) </div> <p style="text-align: center; font-size: small;">With full and handwritten name tag and signature over printed name</p> <p style="text-align: center; font-size: small;">Computer generated or photocopied picture</p> <p style="text-align: center; font-weight: bold;">PHOTO</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="text-align: center; font-weight: bold;">Right Thumbmark</p> </td> </tr> </table> | <br><div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;">Signature (Sign inside the box)</div> <div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;">June 24, 2025</div> <div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;">Date Accomplished</div> | <div style="border: 1px solid black; padding: 5px; text-align: center;"> ID picture taken within the last 6 months<br/> 3.5 cm. X 4.5 cm<br/> (passport size) </div> <p style="text-align: center; font-size: small;">With full and handwritten name tag and signature over printed name</p> <p style="text-align: center; font-size: small;">Computer generated or photocopied picture</p> <p style="text-align: center; font-weight: bold;">PHOTO</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="text-align: center; font-weight: bold;">Right Thumbmark</p> |  |  |
| Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)   | PLEASE INDICATE ID Number and Date  |                                    |   |          |   |  |   |  |  |   |   |  |  |
| Government Issued ID: <b>Driver's License</b>   |   |                                    |   |          |   |  |   |  |  |   |   |  |  |
| ID/License/Passport No.: <b>H12-23-004208</b>   |   |                                    |   |          |   |  |   |  |  |   |   |  |  |
| Date/Place of Issuance: <b>Baybay City, Leyte</b>   |   |                                    |   |          |   |  |   |  |  |   |   |  |  |
| <br><div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;">Signature (Sign inside the box)</div> <div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;">June 24, 2025</div> <div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: 80%;">Date Accomplished</div>   | <div style="border: 1px solid black; padding: 5px; text-align: center;"> ID picture taken within the last 6 months<br/> 3.5 cm. X 4.5 cm<br/> (passport size) </div> <p style="text-align: center; font-size: small;">With full and handwritten name tag and signature over printed name</p> <p style="text-align: center; font-size: small;">Computer generated or photocopied picture</p> <p style="text-align: center; font-weight: bold;">PHOTO</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="text-align: center; font-weight: bold;">Right Thumbmark</p> |                                    |   |          |   |  |   |  |  |   |   |  |  |

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

|                           |
|---------------------------|
|                           |
| Person Administering Oath |