

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	NAVARRO		
FIRST NAME	MARIA NIÑA ARIANNE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TRECEÑE		
3. DATE OF BIRTH (mm/dd/yyyy)	1/21/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN 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 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 Subdivision/Village Barangay City/Municipality Province ZIP CODE 6500
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	BLK. 10 LOT 3 CALACHUCHI ST. House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province ZIP CODE TACLOBAN CITY - 6500 LEYTE
8. WEIGHT (kg)	52		
9. BLOOD TYPE	O		
10. GSIS ID NO.	n/a		
11. PAG-IBIG ID NO.	121259775563		
12. PHILHEALTH NO.	130255461622		
13. SSS NO.	3488636255	19. TELEPHONE NO.	
14. TIN NO.	754343569	20. MOBILE NO.	09957959693
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	yannaofmylife@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	NAVARRO			
FIRST NAME	ELIAS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ROSILLO			
25. MOTHER'S MAIDEN NAME	RHODORA TABADA TRECEÑE			
SURNAME	TRECEÑE			
FIRST NAME	RHODORA			
MIDDLE NAME	TABADA		(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	LEYTE NORMAL UNIVERSITY- INTEGRATED LABORATORY SCHOOL	ELEMENTARY GRADUATE				2011	

SECONDARY	LEYTE NATIONAL HIGH SCHOOL	HIGH SCHOOL GRADUATE				2015	
VOCATIONAL / TRADE COURSE							
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF LIBRARY AND INFORMATION SCIENCE				2019	
GRADUATE STUDIES							
<i>(Continue on separate sheet if necessary)</i>							
SIGNATURE			DATE		December 14, 2022		

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/14/2022
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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			
	Philippine Librarians Association Incorporated - Eastern Visayas Region Librarians Council (Leyte)	7/11/1905	7/14/1905		Member	
(Continue on separate sheet if necessary)						
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)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Evaluating Sources: Assessing Information Credibility, Reliability and Accuracy	11/29/2021		1 day		Saint Peter's College of Ormoc- Li
	Challenging the Status of Quo: Global Trends in Digital Transformation	11/29/2021		2 hrs.		UP Diliman
	Transform your Public Speaking: Tips for Librarians	11/13/2021		1 day		Regalo Touching Lives
	31st Library and Information Services (LIS) Month with the theme: "Libraries Building ROADS: Readers,	11/8/2021	11/10/2021	3 days		DEPARTMENT OF SCIENCE AND TECHNOLOGY SCIENCE AND TECHNOLOGY INFORMATION
	Library and Archives Disasters: Mitigation, Recovery and Mold	7/15/2021		1 days		Society of Filipino Archivists (SFA), Philippine Librarians Association, Inc. – National
	Grade 12 Professional Career Seminar	4/14/2021		1 day		Holy Infant College
	Consultative Meeting on the Proposed Career Progression and Specialization Program for the Library and Information Science Profession	4/13/2021		1-4pm		PRC;PRC-BFL; Credit Accumulation and Tr
	Unlimited Series: Adaptation of E-Learning Technology Amid the Pandemic	3/27/2021		1 day		PLAI-EVRLC; ODILO
	Libraries' Effective Responses and Preparedness in this time of Pandemic	2/19/2021		1 day		Asosasyon ng Aklatan at Sinupan
	Orientation for CPD Providers, and CPD Monitors on PRC Issuances on CPD	2/17/2021		9-12 noon		PRC-BFL and PLAI
	Attaining Wellness in the Midst of Pandemic	1/29/2021		1 day		National Library of the Philippines
	Libraries as Catalysts in the New Normal Environment: Changes. Reforms. Transformations.	11/24/2020	11/27/2020	4 days		PLAI; NCCA; NCLIS; NLP
	Remote Learning Resources and Guidelines of Libraries in the New Normal	9/14/2020		1 day		PLAI-EVRLC
	PLAI National Congress 2019	11/19/2019	11/22/2019	4 days		PRC and PLAI
(rate sheet if necessary)						
VIII						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	Microsoft Word & Powerpoint					
	Cataloging and Reference					

Library Instruction		
Communication		
Interpersonal		
Management		
<i>rate sheet if necessary</i>		
SIGNATURE		DATE
		12/14/2022

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.
MS. HYDELYN N. CINCO, R.L.	DEPED Regional Librarian	9952404640
MS. MARY ANN S. DALAN, R.L.	Instructor - Leyte Normal University	9063994231

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.



PHOTO

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**

ID/License/Passport No.: **0009506**

Date/Place of Issuance: **08/23/2018**

Signature (Sign inside the box)

Date/Place of issuance: 09/23/2019

Date Accomplished

Right Thumbmark

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

Person Administering Oath