

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	BACSAN		
FIRST NAME	ARLENE JOY		NAME EXTENSION (JR., SR)
MIDDLE NAME	SUGANO		
3. DATE OF BIRTH (mm/dd/yyyy)	7/12/1990	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BANTAYAN, CEBU	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6 CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:		
7. HEIGHT (m)	1.52	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
8. WEIGHT (kg)	61		PUROK 4 BADIANG
9. BLOOD TYPE	O+		Subdivision/Village Barangay
10. GSIS ID NO.	2005687877		SIKATUNA BOHOL
11. PAG-IBIG ID NO.	1210-8739-8126		City/Municipality Province
12. PHILHEALTH NO.	12-051124465-5	ZIP CODE	6338
13. SSS NO.	0630749757	18. PERMANENT ADDRESS	House/Block/Lot No. Street
14. TIN NO.	315862756	19. TELEPHONE NO.	PUROK 4 BADIANG
15. AGENCY EMPLOYEE NO.	N/A		Subdivision/Village Barangay
			SIKATUNA BOHOL
			City/Municipality Province
			ZIP CODE
20. MOBILE NO.	+639108670227 / +639565732595		
21. E-MAIL ADDRESS (if any)	arlenejoysu7@gmail.com		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BACSAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EFREN	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	SILAGAN		NA	NA
OCCUPATION	FARMING		NA	NA
EMPLOYER/BUSINESS NAME	NA		NA	NA
BUSINESS ADDRESS	NA		NA	NA
TELEPHONE NO.	NA		NA	NA
24. FATHER'S SURNAME	SUGANO			12/8/1958
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PAIT			
25. MOTHER'S MAIDEN NAME				
SURNAME	CABANILLAS			4/26/1960
FIRST NAME	MARILYN			
MIDDLE NAME	MARFA		(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	BANTAYAN CENTRAL ELEMENTARY SCHOOL	BASIC EDUCATION (ELEMENTARY)	1996	2002		2002	4TH HONORABLE MENTION
SECONDARY	BANTAYAN NATIONAL HIGH SCHOOL	BASIC EDUCATION (HIGH SCHOOL)	2002	2006		2006	3RD HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N A	NA	NA	N A	NA	NA	NA
COLLEGE	VISAYAS STATE UNIV ERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	2006	2010		2010	JLSS
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

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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)

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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		
	FEDERATION OF BANTAY BAYAN INCORPORATED	05/14/2018	05/15/2018	16.0	VOLUNTEER
	SAMARITAN'S PURSE INTERNATIONAL RELIEF - UBAY, BOHOL	5/11/2016	01/30/2017	30.0	TEACHER / VOLUNTEER

(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			
JADAM ULTRA-LOW-COST TRAINING WORKSHOP	9/10/2017	11/10/2017	30.0	TECHNICAL	BOHOL ISLAND STATE UNIVERSITY-BILAR / DEPARTMENT OF AGRICULTURE
APPRECIATION COURSE ON INTEGRATED DIVERSIFIED ORGANIC FARMING SYSTEMS FOR	10 / 17 / 2016	10 / 19 / 2016	25.0	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE REGIONAL TRAINING CENTER-REGION
RESEARCH AND PUBLICATION WRITESHOP	04/23/2016	04/24/2016	16.0	TECHNICAL	VISAYAS STATE UNIVERSITY / PHILIPPINE SOCIETY OF ANIMAL SCIENCE

(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)
INTERNET BROWSING	NA	NA
PLAYING GUITAR		
SINGING		
DANCING		
CONDUCTING FEED PROXIMATE ANALYSIS		

(Continue on separate sheet if necessary)

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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)?

☐ 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

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.
CARO B. SALCES	PCC, SCIENCE CITY OF MUÑOS, NUEVA ECIJA	9453599445
GUINDOLINO P. BAJENTING	LOMANGOG, UBAY, BOHOL	9451193998
FLORINDA B. CATIPAY	LOMANGOG, UBAY, BOHOL	9173101746

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.: 0011412

Date/Place of Issuance: 12/07/2020 / CEBU CITY

Signature (Sign inside the box)

JUNE 28, 2021

Date Accomplished

Right Thumbmark

BACSAN, ARLENE JOY S.

PHOTO

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

Person Administering Oath

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