

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	SANACO		
FIRST NAME	BEHLL FLORENCE		NAME EXTENSION (JR., SR)
MIDDLE NAME	OLANDA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/26/1999	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	ORMOC CITY, LEYTE	If holder of dual citizenship, 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 <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ CANQUIASON Subdivision/Village _____ Barangay _____ VILLABA LEYTE City/Municipality _____ Province _____
7. HEIGHT (m)	1.64	ZIP CODE	6537
8. WEIGHT (kg)	78		
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ CANQUIASON Subdivision/Village _____ Barangay _____ VILLABA LEYTE City/Municipality _____ Province _____
10. GSIS ID NO.	NONE	ZIP CODE	6537
11. PAG-IBIG ID NO.	121325341057		
12. PHILHEALTH NO.	132510345049	19. TELEPHONE NO.	NONE
13. SSS NO.	NONE	20. MOBILE NO.	09856379066
14. TIN NO.	NONE	21. E-MAIL ADDRESS (if any)	behlchoi.sanaco@gmail.com
15. AGENCY EMPLOYEE NO.	NONE		

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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	SANACO			
FIRST NAME	RICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MUMAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	OLANDA			
FIRST NAME	MERCOLITA			
MIDDLE NAME	BEBANCO		(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	CANQUIASON ELEMENTARY SCHOOL	PRIMARY EDUCATION	2006	2012	N/A	2012	VALEDICTORIAN
SECONDARY	MATAG-OB NATIONAL HIGH SCHOOL	HIGH SCHOOL	2012	2018	N/A	2018	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY-VISCA BAYBAY CITY LEYTE	BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE	2018	2022	N/A	2022	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PLAYING INSTRUMENTS	N/A	N/A
READING BIBLE & BOOKS		
PROFICIENT IN MICROSOFT APPLICATION		
GOOD COMMUNICATION SKILLS		

SIGNATURE		DATE	
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DATE _____

<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> <hr/> <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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>MARY ANGELICA A. VILLOCINO</td> <td>VSU DEPARTMENT OF PHYSICS - VISCA, BAYBAY CITY, LEYTE</td> <td>09175737157</td> </tr> <tr> <td>ANANIAS N. YUNZAL JR.</td> <td>VSU INTEGRATED HIGH SCHOOL - VISCA, BAYBAY CITY, LEYTE</td> <td></td> </tr> <tr> <td>KRISTINE LOMBARDI</td> <td>BAYBAY NATIONAL HIGH SCHOOL - BAYBAY CITY, LEYTE</td> <td>09614357597</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	MARY ANGELICA A. VILLOCINO	VSU DEPARTMENT OF PHYSICS - VISCA, BAYBAY CITY, LEYTE	09175737157	ANANIAS N. YUNZAL JR.	VSU INTEGRATED HIGH SCHOOL - VISCA, BAYBAY CITY, LEYTE		KRISTINE LOMBARDI	BAYBAY NATIONAL HIGH SCHOOL - BAYBAY CITY, LEYTE	09614357597
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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>													
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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; height: 50px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 250px; height: 20px; margin: 5px auto; text-align: center;"> Person Administering Oath </div> </div> <div style="width: 35%; text-align: center;">  <p style="font-size: small;">PHOTO</p> <div style="border: 1px solid black; width: 150px; height: 80px; margin: 10px auto;"></div> <p style="font-size: small;">Right Thumbmark</p> </div> </div>													