

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.

CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	SANTOS		
FIRST NAME	KATRINA APRIL	NAME EXTENSION (JR, SR)	
MIDDLE NAME	SORIA		
3. DATE OF BIRTH (mm/dd/yyyy)	April 1, 1995	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	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	NATIONAL ROAD House/Block/Lot No. Street Subdivision/Village Barangay TANAUAN LEYTE City/Municipality Province
7. HEIGHT (m)	149 cm	ZIP CODE	
8. WEIGHT (kg)	67kg		
9. BLOOD TYPE	Type O	18. PERMANENT ADDRESS	NATIONAL ROAD House/Block/Lot No. Street Subdivision/Village Barangay TANAUAN LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6502
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. SSS NO.	06-3840194-5	19. TELEPHONE NO.	(053) 888-9746
14. TIN NO.	329-550-257	20. MOBILE NO.	0945 843 9054
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	katrinaapril.soriasantos@gmail.com

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		NAME EXTENSION (JR, SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	SANTOS			
FIRST NAME	FLORENTINO	NAME EXTENSION (JR, SR) JR		
MIDDLE NAME	FLORENDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	SORIA			
FIRST NAME	SARAH			
MIDDLE NAME	BOLIC		(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	BISLIG ELEMENTARY SCHOOL		2001	2007		2007	FIFTH HONORS
SECONDARY	TANAUAN NATIONAL HIGH SCHOOL		2007	2011		2011	FOURTH HONORS
VOCATIONAL /TRADE COURSE							
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	BACHELOR OF ARTS IN SOCIAL SCIENCES MAJOR IN POLITICAL SCIENCE	2011	2015		2015	
GRADUATE STUDIES	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	JURIS DOCTOR	2020	2022	47 units		

(Continue on separate sheet if necessary)

SIGNATURE

DATE

January 17, 2022

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE

JANUARY 17, 2022

20

(Continue on separate sheet if necessary)

(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)

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)

CSA

JANUARY 17, 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)?

☐ 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: _____

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)

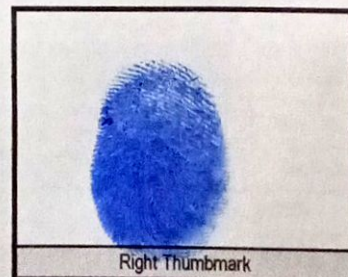
NAME	ADDRESS	TEL. NO.
RACHEL ANN ROSEL	TACLOBAN CITY	0949 572 6235
DIOSDADO KEMPIS	BRGY. OPONG, TOLOSA, LEYTE	0947 446 2348
MERLYN CAGARA	BRGY. OPONG, TOLOSA, LEYTE	

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.



KATRINA APRIL S. SANTOS

PHOTO



Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: NATIONAL ID

ID/License/Passport No.: 4501-3461-4264-7817

Date/Place of Issuance: June 25, 2021/ Tana'uan, Leyte

Signature (Sign inside the box)
JANUARY 17, 2022
Date Accomplished

SUBSCRIBED AND SWORN to before me this

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Book No.: II

Series of: 2021

17 JAN 2022

ATTY. ARMI ROSE COLASIO TUMAMPOS

Commission No. 2020-11-41

Notary Public for Judicial Region VIII

Until December 31, 2022

Tumampos Law Office

Brgy. Clot, Tolosa, Leyte

Roll No. 33888, 35-01-17

Person Administering Public City

Pin No. 3926198; 01-06-2020; 101012, Leyte

MOLC Compliance No. 17-0010034; 07-23-21; Pasig City, NCR

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: March 2018– present
- Position: Blog writer/ Copy writer
- Name of Office/Unit: FREELANCE
- Immediate Supervisor: N/A
- Name of Agency/Organization and Location: N/A
- List of Accomplishments and Contributions (if any): N/A
- Summary of Actual Duties
 - Compose high-quality SEO blog articles as ordered by clients.

- Duration: January 2016- February 2018
- Position: Blog/Academic Writer
- Name of Office/Unit: BLITZ IT SOLUTIONS
- Immediate Supervisor: VICTORINA ABESTROS
- Name of Agency/Organization and Location: BLITZ IT SOLUTIONS, ICOT IT Park, Pawing, Palo, Leyte
- List of Accomplishments and Contributions (if any): N/A
- Summary of Actual Duties
 - Responsible for writing SEO blog articles for web publishing. And likewise controls the quality of blog articles by newly employed applicants. Writes, proofreads, and edits academic papers.



KATRINA APRIL SORIA SANTOS
(Signature over Printed Name
of Employee/Applicant)

Date: January 17, 2022