

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 () ☐ 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	CASTAÑO								
FIRST NAME	GLENDA							NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	LABRADOR								
3. DATE OF BIRTH (mm/dd/yyyy)	12/8/1998		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	STA. ROSA, MATAG-OB, LEYTE		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		N/A				
7. HEIGHT (cm)	164cm.		ZIP CODE		6532				
8. WEIGHT (kg)	60		18. PERMANENT ADDRESS		N/A				
9. BLOOD TYPE	A+		ZIP CODE		6532				
10. GSIS ID NO.	N/A								
11. PAG-IBIG ID NO.	N/A								
12. PHILHEALTH NO.	13-252699907-1								
13. SSS NO.	N/A		19. TELEPHONE NO.		N/A				
14. TIN NO.	N/A		20. MOBILE NO.		09753928368				
15. AGENCY EMPLOYEE NO.	N/A		21. E-MAIL ADDRESS (if any)		glendacastano98@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	N/A		NAME EXTENSION (JR., SR)	ETHAN DRAY C. PAREDES			3/16/2020		
MIDDLE NAME	N/A								
OCCUPATION	N/A								
EMPLOYER/BUSINESS NAME	N/A								
BUSINESS ADDRESS	N/A								
TELEPHONE NO.	N/A								
24. FATHER'S SURNAME	CASTAÑO								
FIRST NAME	DANILO		NAME EXTENSION (JR., SR)	N/A					
MIDDLE NAME	VILLAS								
25. MOTHER'S MAIDEN NAME									
SURNAME	CASTAÑO								
FIRST NAME	LETECIA								
MIDDLE NAME	LABRADOR						(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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
				From	To				
	ELEMENTARY	STA. ROSA ELEMENTARY SCHOOL	ELEMENTARY	2005	2011	N/A	2011	2nd HONORABLE	
	SECONDARY	MATAG-OB NATIONAL HIGH SCHOOL	SECONDARY	2011	2015	N/A	2015	Academic achiever	
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	COLLEGE	PALOMPON INSTITUTE OF TECHNOLOGY	SECONDARY EDUCATION	2015	2019	N/A	2019	Best Student Teaching	
	POST-GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

(Continue on separate sheet if necessary)									
SIGNATURE					DATE		May 14, 2021		

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

(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)


[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	VOLLEYBALL	Best Student Teacher Awardee		PIT ALUMNI ASSOCIATION
	COMPUTER LITERATE	3rd Bronze Medalist of SCUAA 2018		
	READING BIBLE			
	DANCING			

(Continue on separate sheet if necessary)

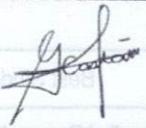
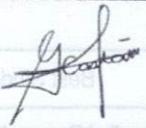
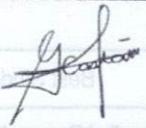



SIGNATURE		DATE	
		May 14, 2021	

[illegible]

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	May 14, 2021

<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> <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?</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, etc.?</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 for the election for the position of Mayor, Vice Mayor, or Councilor)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the election?</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: 33%;">NAME</th><th style="width: 33%;">ADDRESS</th><th style="width: 33%;">TEL. NO.</th></tr></thead><tbody><tr><td>LEONARD ARADO</td><td>PALOMPON, LEYTE</td><td>N/A</td></tr><tr><td>AMALIA CABAUG</td><td>PALOMPON, LEYTE</td><td>N/A</td></tr><tr><td>JENNIFER GORUMBA</td><td>PALOMPON, LEYTE</td><td>N/A</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	LEONARD ARADO	PALOMPON, LEYTE	N/A	AMALIA CABAUG	PALOMPON, LEYTE	N/A	JENNIFER GORUMBA	PALOMPON, LEYTE	N/A
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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>													
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC</td></tr><tr><td>ID/License/Passport No.: 1824287</td></tr><tr><td>Date/Place of Issuance: 12/27/2019; ORMOC CITY</td></tr></table>	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.: 1824287	Date/Place of Issuance: 12/27/2019; ORMOC CITY	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"> Signature (Sign inside the box) 05/14/2021 Date Accomplished</td></tr></table>	 Signature (Sign inside the box) 05/14/2021 Date Accomplished							
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<p>SUBSCRIBED AND SWORN to before me this MAY 14 2021, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"><p>ATTY. ADRIAN FRANCIS V. ALBESA Public Attorney (Pursuant to R.A. 9406) Person Administering Oath</p></div>													