

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. PERSONAL INFORMATION			
2. SURNAME	DIAZ		
FIRST NAME	DONNALYN JOANNA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SULLANO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/24/2003	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	BAYBAY CITY, 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	19 A. MABINI ST. House/Block/Lot No. Street POBLACION ZONE 7 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.52 m	18. PERMANENT ADDRESS	19 A. MABINI ST. House/Block/Lot No. Street POBLACION ZONE 7 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	52 kg	19. TELEPHONE NO.	
9. BLOOD TYPE	A+	20. MOBILE NO.	09952183639
10. GSIS ID NO.		21. E-MAIL ADDRESS (if any)	donnalynjoannadiaz@gmail.com
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. SSS NO.			
14. TIN NO.	642136870		
15. AGENCY EMPLOYEE NO.			

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	DIAZ		
FIRST NAME	LYNDON THEODORE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CALUNGSOD		
25. MOTHER'S MAIDEN NAME			
SURNAME	SULLANO		
FIRST NAME	EDNA		
MIDDLE NAME	TALAID		(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	BAYBAY I CENTREAL SCHOOL	ELEMENTARY EDUCATION			2015	
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR HIGH SCHOOL			2019	
VOCATIONAL / TRADE COURSE	BAYBAY CITY SENIOR HIGH SCHOOL	SIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS			2021	WITH HONNORS
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS			2025	
GRADUATE STUDIES						

SIGNATURE		DATE
		September 19, 2025

[illegible]

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

(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)			
SIGNATURE		DATE	September 19, 2025


29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Historian Club, Franciscan College of the Immaculate Conception, Zone 1 Brgy. Hall, Baybay City, Leyte	02/24/2018	02/24/2018	7.0	Coordinator-Feeding program
	Personal Initiative (Online Fund Raising), Baybay City Leyte	11/14/2020	11/18/2020	various	Organizer-online Fundraising for Victims of typhoon Ulysses (Cagayan)
	Helping Hands (Youth Volunteer Group), Baybay City Senior High School, Baybay City, Leyte	04/13/2022	04/13/2022	7.0	Co-Founder/Volunteer, Organized Feeding Program for Victims of Brgy. Cantagnos Landslide

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)
Community Organizing and Event Management	Young Farmer's Challenge Regional Winner and Nationalist 2024 in Intercollegiate Edition	
Computer Literate		
Fundraising and Volunteer Coordination		

SIGNATURE		DATE	September 19, 2025
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<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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Doryn Jan L. Avila	Baybay City, Leyte	565-0600

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: **4701-9061-2759-2803**

ID/License/Passport No.: _____

Date/Place of Issuance: **06/30/2023, BAYBAY CITY, LEYTE**

Signature (Sign inside the box)
SEPTEMBER 19, 2025
 Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **19 SEP 2025** **ATTY. JELLA BANDALAN DUTULLO** Notary Public - City of Baybay

Doc. No. **10**
 Page No. **5**
 Book No. **1**
 Series of **2025**

Notary Public Seal