

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	Jose		
FIRST NAME	Klyde	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Cerillo		
3. DATE OF BIRTH (mm/dd/yyyy)	04/09/1997	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Ormoc City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	☒ Male ☐ Female		
6 CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	1354 Concepcion House/Block/Lot No. Street Subdivision/Village Barangay Sta. Cruz, Manila NCR City/Municipality Province
7. HEIGHT (m)	1.676	ZIP CODE	1003
8. WEIGHT (kg)	64		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Rizal House/Block/Lot No. Street Sto. Nino Subdivision/Village Barangay Isabel Leyte City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6539
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	12-025708383-2		
13. SSS NO.	06-4255513-3	19. TELEPHONE NO.	N/A
14. TIN NO.	356-755-749	20. MOBILE NO.	09452579110
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	klyde.jose09@gmail.com

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	Jose			
FIRST NAME	Kelvin	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Funda			
25. MOTHER'S MAIDEN NAME				
SURNAME	Cerillo			
FIRST NAME	Jean			
MIDDLE NAME	Martin		(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	LIDE Learning Center	Grade School	07/06/2004	05/04/2010		2010	
SECONDARY	LIDE Learning Center	Junior High	07/06/2010	13/04/2014		2014	
VOCATIONAL / TRADE COURSE							
COLLEGE	University of San Carlos	BS Chemistry	15/06/2014	13/04/2018		2018	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/19/2022
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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	07/19/2022
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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			
N/A						
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
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			
	Training on Reveal Q+ Testing using AccuScan Gold	02/10/2021	02/10/2021	8.0	Technical	Glenwood Technologies
	Discussion on Mycotoxin Awareness	02/10/2021	02/10/2021	8.0	Technical	Glenwood Technologies
	Understanding the FSQMS and FSSC 5.1 Standards	08/12/2021	08/12/2021	8.0	Technical	General Milling Corporation
	Concepts and Principles of Internal Auditing	08/18/2021	08/18/2021	8.0	Technical	General Milling Corporation
	35th Philippine Chemistry Congress	09/20/2021	09/24/2021	8.0	Technical	Philippine Federation of Chemistry Societies
	Taiwan-Philippines Bilateral Chemical Symposium	07/28/2022	07/29/2022	8.0	Technical	National Sun Yat-sen University, Taiwan
(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)	
	Dancing					
	Sketching					
	Volleyball					
	Lawn Tennis					
	Badminton					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		07/19/2022

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.
Nikho Poro	Ibabao, Mandaue City	9217086995
Sharon Chua	Banilad, Cebu City	9224744428
Giamy Magnanao	Liloan, Cebu	9472929785
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.: 0014081 Date/Place of Issuance: 10/18/2018	 Signature (Sign inside the box) 07/19/2022 Date Accomplished	 PHOTO KLYDE C. JOSE  Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		