

# 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. F

## I. PERSONAL INFORMATION

2. SURNAME	UNDAY		
FIRST NAME	JOEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ESPERANZA		
3. DATE OF BIRTH (mm/dd/yyyy)	6/25/1971	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	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 Brgy. Pomponan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.6	ZIP CODE	
8. WEIGHT (kg)	69		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	6 ignacio House/Block/Lot No. Street Sta. Quiteria 162 Subdivision/Village Barangay Caloocan City NCR City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	19-050034078-2		
13. SSS NO.	33-0413318-8	19. TELEPHONE NO.	N/A
14. TIN NO.	155-374-165	20. MOBILE NO.	0969 0562228
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	<a href="mailto:joel_unday@yahoo.com">joel_unday@yahoo.com</a>

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Unday			
FIRST NAME	Dominador	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Lubay			
25. MOTHER'S MAIDEN NAME	Eugenia D. Esperanza			
SURNAME	Unday			
FIRST NAME	Eugenia			
MIDDLE NAME	Esperanza		(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
			From To		

ELEMENTARY	D. Tuazon Elementary School	Elementary	6/1/1978	3/1/1983		1983
SECONDARY	E. Rodriguez Jr. High School	High School	6/1/1984	3/1/1987		1987
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A
COLLEGE	Emilio Aguinaldo College	BS Biology	6/1/1988	3/1/1992		1992
GRADUATE STUDIES	De La Salle - Araneta University	MS Biology	6/1/1995	3/1/1997		1997
<i>(Continue on separate sheet if necessary)</i>						
<b>SIGNATURE</b>			<b>DATE</b>			

**rson**

for CSC use only)

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H (mm/dd/yyyy)

|A

SCHOLARSHIP/  
ACADEMIC  
HONORS  
RECEIVED

N/A
N/A
N/A
Academic Scholar
N/A

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

*(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)*

<b>SIGNATURE</b>		<b>DATE</b>	
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[illegible]




## 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

[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBER OF

<i>(Continue on separate sheet if necessary)</i>		
<b>SIGNATURE</b>		<b>DATE</b>

[illegible]


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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
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.)
<i>PLEASE INDICATE ID Number and Date of Issuance</i>
Government Issued ID: _____
ID# Issues/Document No: _____

ID  
1

With  
name

C  
or

ID/License/Passport No.:	Signature (Sign inside the box)	
Date/Place of Issuance:	Date Accomplished	

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID.

Person Administering Oath

CSF

[illegible]

Right Thumbmark

as indicated above.